U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Tenant Assessment Subsystem (TASS) User Guide

Release 5.3

For use by Public Housing Agencies,
Private Owners, Management Agents, and
State Housing Agencies Acting as Contract Administrators
in the Verification of Tenant Social Security and Supplemental Security Income

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Chapter 1

1. Introduction

Program administrators of the Department of Housing and Urban Development's (HUD) rental assistance programs are expected to verify all tenant-reported income at the time of re-certification to correctly determine the level of rental assistance the household is entitled to receive. This tenant-reported income includes Social Security (SS) and Supplemental Security Income (SSI) benefits provided by the Social Security Administration (SSA). HUD developed and implemented an automated system called the Tenant Assessment Subsystem (TASS), deployed on HUD's Secure System, to provide program administrators with the required SS/SSI information via a secure Internet facility. HUD's Office of Public and Indian Housing's (PIH) Real Estate Assessment Center (REAC) maintains and operates TASS.

A. Purpose

This User Guide provides information and instructions for obtaining the SS and SSI benefit information of individuals who are being re-certified for continued participation in a rental assistance program, not those who are applying for rental assistance. It does not change the requirement that applicants and participants in HUD's rental assistance programs disclose all income when applying for initial or continued rental assistance.

B. Applicability

This Guide applies to the following HUD programs;

- Public Housing and Housing Voucher Programs;
- Section 8 Project-based;
- Rent Supplement;
- Rental Assistance Program (RAP);
- Section 236;
- BMIR
- 202 and 811 Project Rental Assistance Contract (PRAC); and,
- 202/162 Project Assistance Contract (PAC).

C. Advantages of the TASS Online SS/SSI Benefit Information

HUD strongly encourages its program administrators to use the SS and SSI benefit information provided via the TASS online system because it offers many advantages including the following:

- Quick and easy verification of SS and SSI benefits; users may obtain the reports as soon as HUD places the information on the Internet facility
- The ability to search for and locate information on a specific household or groups of households

- The ability to download SS/SSI benefit data in a format suitable for importing into a database for users who wish to manage their own database
- Information on individuals who may have unreported or underreported SS or SSI benefits
- Help in identifying excessive rental assistance paid to tenants who underreported their benefits
- Information needed to help determine whether administrative or legal action should be taken against tenants who underreported their income

Further, by accessing the HUD website where the TASS online system is located, the program administrators may obtain other information of interest concerning HUD's programs.

D. Definitions

Appendix I contains a comprehensive list of definitions for terms used in this document. The terms "program administrator" and "POA" are used in this Guide to indicate public housing agencies (PHAs), private owners, management agents (O/As), and state housing authorities acting as contract administrators.

E. Superseded Document

This Guide supersedes the Draft September 2003 version of the Guide for Social Security and Supplemental Security Income Verification.

F. Internet (Web) Sites

HUD publishes current information on the HUD Web site regarding SS and SSI verification. Any updates to this Guide will be available on REAC's Tenant Income Verification (TASS) Web page: http://www.hud.gov/offices/reac. Use the following steps to access the online version of the User Guide:

- Navigate to: http://www.hud.gov/offices/reac
- Click on the **Business Area Products** link on the menu on the left side of the REAC Web page.
- Scroll down the **REAC Products** web page.
- Click on the **Tenant Assessment (Tenant Income Verification)** link.
- Click on **Documents and Guidance** in the yellow box on the right of the Tenant Assessment (Tenant Income Verification) web page.
- Scroll down the **Documents and Guidance** web page.
- Click on the **TASS (SS and SSI) User Guide** link.

2. HUD Monthly Computer Matching of SS and SSI Data

TASS provides benefit information for all tenants receiving SS/SSI benefits four months prior to the re-certification (re-examination) due date for the household. Program administrators access this information through the TASS website in the form of Benefit Reports and use it at the time of re-certification.

This Chapter describes the monthly SS/SSI computer matching process carried out by HUD and the program administrators' responsibilities for submitting the tenant data required to initiate the process.

A. Description of Monthly Computer Matching Process

The monthly SS/SSI computer matching process is depicted in Figure 1 below.

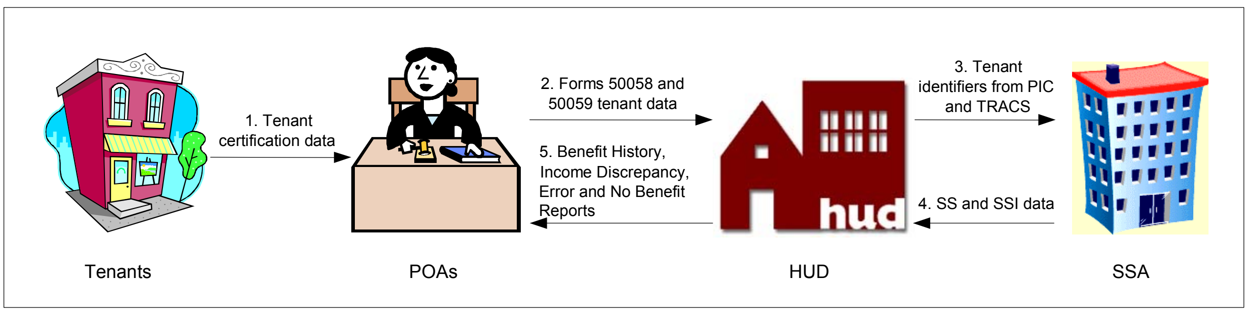


Figure 1. Monthly SS/SSI Matching Process

The following steps are carried out to complete the monthly computer matching of SS/SSI tenant data:

1. The tenant provides income information to the POA at the time of certification or re-certification.
2. The POA completes the appropriate HUD Form and transmits this information electronically to HUD.
    a. **PHAs**: PHAs complete and submit the HUD Form 50058. The Form 50058 data are stored in HUD's Public Housing Information Center (PIC) formerly the Multifamily Tenant Characteristics System (MTCS).
    b. **O/As**: O/As complete and submit HUD Form 50059. The Form 50059 data are stored in HUD's Tenant Rental Assistance Certification System (TRACS).
3. Each month, TASS extracts tenant identifiers (Name, Social Security Number (SSN), and Date of Birth) from PIC and TRACS for households with re-certifications due in four (4) months and sends them electronically to SSA. The criteria used for selecting the tenant records are as follows:

a. **<u>For PHAs</u>**: For PIC data, the extracted records are selected based on the "Projected Effective Date of Next Re-examination" (2i on the Form HUD 50058), "if other than 12 months from Effective Date of Action" (2b on the Form HUD 50058), or "the Date of Admission to Program" (2h on the Form HUD-50058). If the PIC data shows an interim re-certification date as the latest transaction date, then an SS/SSI verification report will be generated based on the admission month (2h on the Form HUD 50058). This criterion is used because the annual re-certification frequently coincides with the admission month. When this is not true, PHAs will receive reports for tenants' not due for re-certification. These SS/SSI reports should be filed for later use when the re-certification date arrives.

b. **<u>For O/As</u>**: For TRACS data, the extracted records are selected based on the next scheduled re-certification date.

4. SSA sends SS/SSI data to HUD TASS electronically. The SS/SSI benefit data is provided only for those individuals with matching personal identifiers and who receive SS/SSI benefits. SSA identifies the tenant records for which it was unable to validate the tenant data or provide SS/SSI benefit information and indicates the reasons.

5. After validating the SS/SSI tenant data, TASS:

   a. Matches the SS/SSI data with the tenant-reported data in the HUD databases and generates the **Benefit History Reports**. The Benefit History Report shows the current level of benefits and a history (up to the last 8 changes) of SS/SSI benefits for each family member for whom SSA provided information. A Benefit History Report is generated for all family members with validated personal identifiers who currently receive SS/SSI benefits or have received benefits in the past.

   b. Identifies households with a substantial discrepancy between the SSA-reported income and the tenant-reported income and generates the **Income Discrepancy Reports**. (The threshold is currently $50 per household per month.) The Income Discrepancy Report shows SS and SSI information for each family member with potential amounts of unreported or underreported income.

   c. Determines which tenants' identities were not validated by SSA or TASS and generates the **Error Reports** for these tenants. The Error Report identifies tenants whose identity could not be validated and the reason for the lack of validation. The reasons include the following:

      i. The tenant's SSN does not appear on SSA records

      ii. The tenant's SSN could not be verified—the SSN/date of birth/surname combination does not match SSA records.

   d. Determines which tenants do not and have never received SS/SSI benefits and generates a **No SS/SSI Benefit Report** even though their identities were validated by the SSA.

HUD makes the tenant Benefit History, Income Discrepancy, Error and No SS/SSI Benefit Reports available on the TASS Online Secure Systems for POAs to use during annual tenant re-certifications. The data is displayed on the TASS site for five (5) months.

Steps 3 to 5 represent the monthly computer matching conducted by HUD in conjunction with SSA.

Note

HUD receives SS and SSI data on a monthly basis from SSA via a batch-processing mode. HUD does not have query access to SSA's databases; therefore, a program administrator or HUD cannot perform ad hoc queries of SSA data for individual tenant SS and SSI benefit information.

B. Program Administrators' Responsibilities for Submitting Tenant Data to PIC and TRACS

The tenant data that are provided by HUD's program administrators and maintained in HUD's system are integral to the computer matching process. To facilitate effective SS/SSI income matching, program administrators must submit complete, accurate, and timely data regarding tenants. This data include:

- Last names;
- Social Security Numbers;
- Dates of birth;
- Income by category; and
- Examination or re-certification dates.

SS/SSI data will not be provided to a program administrator if the PIC or TRACS database does not include the required tenant data or if the tenant data elements listed above are incomplete or inaccurate. The timely submission of transactions indicating the end of an individual's participation in a HUD rental assistance program is also critical to preventing the generation of unnecessary SS and SSI reports.

Program administrators who have any questions regarding PIC or TRACS submissions should call the following numbers:

- For Form HUD-50058, call the PIC Hotline at 1-800-366-6827.
- For Form HUD-50059, call the TRACS Hotline at 1-800-767-7588.

3. Accessing the SS/SSI Reports via the TASS Online System

HUD provides the SS/SSI benefit information for tenants scheduled for re-certification four (4) months before the tenants' annual re-certification dates. The reports are made available to the program administrators of HUD's rental assistance programs via the TASS online system.

This Chapter provides procedures for program administrators to: (1) access the TASS online system, (2) view, save and print the reports and (3) distribute the reports to end users.

A. Introduction

Program administrators can access SS/SSI Benefit History, Income Discrepancy, Error and No SS/SSI Benefit Reports through a secure Internet facility, the TASS online system. Security for the electronic SS/SSI data is critical. Accordingly, HUD has developed extensive measures to protect the data from unauthorized access. Some key security features affecting user access to the TASS online system include but are not limited to the following:

- Users must enter a User ID and password. This procedure ensures that program administrators will have access only to the SS/SSI benefit information for the tenants under their jurisdiction.
- Data encryption occurs that is transparent to the user. This prevents unauthorized access to the data while in transmission.

The extensive security measures provide a high degree of protection against unauthorized access. In the event that an authorized user learns of any security violations, they should immediately report such violations to the REAC Technical Assistance Center at 1-888-245-4860.

Program administrators must initiate security measures that will supplement the HUD-provided security measures. These measures include, but are not limited to the following:

- Restricting access to SS and SSI data only to persons whose duties or responsibilities require such access;
- Securing electronic and printed documents containing private SS/SSI benefit information from unauthorized disclosure, whether intentional or unintentional;
- Deleting files of SS and SSI data stored on local computer hard drives when no longer needed;
- Destroying, by burning or shredding, all hard copies of documents containing private SS/SSI benefit information when no longer needed;
- Providing training, at least annually, to keep staff current on issues related to security awareness, privacy protection, and compliance with State privacy laws; and
- Investigating reports of potential security violations and taking prompt corrective actions as appropriate

B. Obtaining Internet Access

Program administrators will be responsible for obtaining Internet access through an Internet Service Provider. Program administrators will access the TASS online system using a Web Browser. The following browsers are supported:

- Netscape, versions 3.0 or higher
- Internet Explorer, version 4.0 or higher

Other versions of these browsers or other browsers may not be compatible with the system software. Program administrators should consult their Internet Service Provider with questions on Web browser compatibility.

C. Access Role Types

There are two types of users in HUD Secure Systems: Coordinators and Users. The two types are described below.

C-1 Coordinator Role

A coordinator is a system administrator who acts on behalf of one or more organizations identified by HUD as trusted business partners (e.g., owning entities and public housing authorities). The coordinator is responsible for controlling access to HUD's secure systems for the organization(s) they represent including:

- Retrieving a User ID and providing it to the user;
- Establishing the user's role in the system; and
- Assigning the user to the POA entity so the user may access the POA's data.

An organization's Chief Executive Officer (CEO)/Executive Director (ED) may serve as a coordinator, or may designate another employee or a third party (e.g., a management agent) for the role. A trusted business partner must designate at least one coordinator if the organization is required to access HUD's secure systems. HUD recommends that each trusted business partner designate two coordinators, for backup purposes. No more than two coordinators may be designated for each trusted business partner.

A CEO/ED may designate a coordinator who has already registered for a "Coordinator" Secure Systems User ID under another trusted business partner by having the designee access HUD's secure systems and request to be a coordinator for an additional trusted business partner. The CEO/ED will receive an "activation key" via U.S. mail. The concept of the "activation key" enables coordinators to use one Secure Connection User ID for multiple trusted business partners under consistent system security procedures. The coordinator is referred to as the Secure Systems Coordinator.

C-2 User Role

A user is a representative of a HUD trusted business partner who submits and/or retrieves program information via HUD's secure systems. If a person registers for a "User" Secure Systems User ID, they will be unable to perform coordinator functions (e.g., control system access). A CEO/ED may designate someone as a user who has already registered for a "User" Secure Systems User ID under another trusted business partner by having the designee request the appropriate system access from that trusted business partner's coordinator.

An individual may be required to perform both coordinator and user functions for an organization. In this instance, the person must register for a "Coordinator" Secure Systems User ID and then assign himself the appropriate system access to complete his user responsibilities.

An individual may be required to perform coordinator functions for one trusted business partner and user functions for another. In this instance, the person must register for a "Coordinator" Secure Systems User ID. The coordinator may use their Secure Systems User ID to perform system administration functions; however, he must request the required system access from the appropriate coordinator to complete his user responsibilities.

D. Logging on to HUD's Secure System

You may access the TASS online system by going to the HUD REAC website at www.hud.gov/offices/reac and clicking the **Online Systems** link on the left side navigation bar. This allows you to log on to HUD's Secure System environment and access TASS. Appendix II provides detailed instructions for logging in to the system.

Note
If a "PATH_NAME" error message is displayed during the TASS log in process, please verify that **upper case character(s)**, and not lower case, are used when entering the User ID.

Appendix III also provides information on the system menu, which identifies the functions available in TASS.

E. Accessing the SS/SSI Reports

The reports that are available to the user on TASS are determined by the POAs that have been assigned to the user by the Secure Systems Coordinator. If you are unable to access a required PHA, Contract, or Project, contact your Secure Systems Coordinator, who is able to grant you the necessary access rights.

E-1 PHA Search Options

A user assigned to a PHA entity may search for and view reports by two criteria: PHA or Household.

By PHA: To search by PHA, the user selects the PHA Name, HUD Program Type, and Re-certification Month from drop-down lists.

The reports are sorted by Program Type, Project Number and Head of Household's SSN.

By Household: To search for a specific Household, the user selects the PHA Name from a drop-down list of all available PHAs and enters the Social Security Number (SSN) of the Head of Household.

E-2 O/A Search Options

A user assigned to an O/A entity may search for and view reports by two criteria: FHA Project Number or FHA Contract Number.

By Project: To search by Project, the user selects one or more Project Numbers and the Re-certification Month from drop-down lists.

The reports in the search results are sorted by Project Number and the Head of Household's SSN.

By Contract: To search by Contract, the user selects one or more Contract Numbers and the Re-certification Month from drop-down lists.

The reports in the search results are sorted by Contract Number and Head of Household's SSN.

By Household: To search for a specific Household, the user selects the Contract Number or Project Number from a drop-down list and enters the Social Security Number (SSN) of the Head of Household.

E-3 Viewing the SS/SSI Reports

The initial search results are displayed as summaries of the individual Benefit History and Income Discrepancy reports on the **Summary Reports** tab. Each household summary has a link to the detailed report. A maximum of 50 summaries are displayed on the screen. Where there are more than 50 household reports in the search results, the screen will have links to the reports in groups of 50 and navigation buttons to allow the user to access the next or previous set of reports. The sort order of the reports is determined by the search criteria (See ***Sections E-1 and E-2*** above.) Users may click the **Detail Reports** tab to view the detailed reports for all households in the result set. The reports are presented in groups of 50. To view the detailed Benefit History or Income Discrepancy report for a specific household, click the **View Details** link on the household's summary.

The search results for the Error and No SS/SSI Benefit Reports also display a maximum of 50 households on each page, and provide navigation links in the event there are more than 50 households within the search results.

After retrieving an individual report or a group of reports, the user may print it or save it to a local computer. Users also may download the entire result set or portions of it to a local computer. The following sections describe how to print reports for an individual household or for all the households in the search results; save the reports being viewed to a local computer;

and, download the data file for a group of reports. For POAs with a large numbers of reports, it may be more efficient to save the reports or download them as a group instead of individually.

F. Printing the SS/SSI Reports

Users may print the Benefit History and Income Discrepancy Reports in Adobe Acrobat's PDF format by clicking the **Print PDF** link on the screen. The user may print an individual household's Benefit History or Income Discrepancy Report or groups of Reports from the set of results. The Benefit History Reports prints each family member of a household on a separate page, while the Income Discrepancy Report prints each household on a separate page. Adobe Acrobat Reader is a free utility that is required for accessing the reports in PDF format. A link for downloading the utility is provided on the left navigation bar of the TASS webpage—under the **Resources** caption.

TASS currently does not support the printing of the Error and No SS/SSI Benefit Reports in PDF format. These reports may be printed using the "Print" command from the browser's File menu.

Note

If you are unable to view the PDF versions of the Benefit History Reports, or you receive an error when attempting to view a PDF report, please use the HTML versions available either through the "Detail Reports" Tab or the "View Details" link. The HTML reports can be printed using the "Print" command from the browser "File" menu, and the browser will automatically add page breaks to the printed report. Both the PDF and HTML reports display the same information.

Viewing and Printing the PDF reports requires Adobe Acrobat versions 5, 6 or 7, which is not compatible with the Windows 98 Operating System. Windows 98 users attempting to view/print/download PDF reports may encounter difficulties or errors, which is a result of this incompatibility and not due to an error in the Adobe Software.

F-1 Printing with HTML Scissors

Some Web browsers do not support the printing of individual tenant reports on separate pages. HTML Scissors is a utility that allows POAs using version 4.x of the Netscape Web browser to print Benefit History Reports with each tenant's report printed on a separate page. The application is not compatible with other versions of Netscape and is not needed for reports viewed and printed using Internet Explorer. Further, the application only works on Windows 3.11, 95 or 98 operating systems.

POAs using the PDF versions of the Benefit History Reports will not need to install and use HTML Scissors.

F-2 Downloading HTML Scissors

The link for downloading HTML Scissors is found under the **Resources** caption of the TASS web page. It is recommended that program administrators download and install HTML Scissors before accessing the SS and SSI monthly reports. **The utility will only have to be downloaded once. Delete the old versions of the HTML Scissors files, if any exist**. The steps for downloading HTML Scissors from the TASS web page are described in Appendix XV.

Note
The HTML-Scissor application is pre-configured for the viewing and splitting of Benefit History reports. Program administrators should not change any settings or configuration options in the application.

G. Saving the SS/SSI Reports

To save the report(s) being viewed to a local computer, the user should choose the "**Save As**" option from the browser's **File** menu. The standard **File Save** dialogue box will be presented. The program administrator will then navigate to the directory where the report is to be saved. Files can be saved with the same name that appears at the prompt or with a user-defined name. Be sure to give the file a meaningful name, e.g., "John Public-10 2003.htm" or "Oct 2003 Benefit History Reports.htm." Users may find it helpful to create the directory that will contain the saved files in advance of downloading reports.

The user can also choose to save the Benefit History and Income Discrepancy Reports as PDF files. In order to save the PDF file that is currently being viewed, choose the **"Save As"** option from the Adobe Acrobat Readers **File** menu.

Note
All program administrators must be aware that once a report is saved to their local diskette or hard drive, it is no longer in HUD's secure environment. They must take precautions to prevent access to the reports by unauthorized individuals.

G-1 Viewing Saved SS and SSI Reports

To view reports that have been saved, program administrators may first launch their Web browser and then choose the "Open" or "Open File in Browser" command from the File menu. The standard file dialogue will enable navigation to the required report file. Otherwise, the user may double-click on the report file. This will launch the default Web browser and open the report.

In order to view PDF files that have been saved, program administrators may first launch Adobe Acrobat Reader and use the File menu to select the desired file to be opened. Alternatively, the user may double-click on the report file, launching Adobe Acrobat Reader.

H. Downloading the Data Files

TASS allows the program administrators to download Benefit History, Income Discrepancy and Error Reports. This is particularly useful for POAs with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access. The files may be downloaded as ASCII text files or in a compressed (.ZIP) format. The compressed format greatly reduces the size of large files and reduces the download time. Program administrators no longer have to download the results in groups of 50; all the reports in the search results are downloaded at the same time.

The time it takes to download reports will vary with the speed of the program administrator's Internet connection and the number of reports in the result set. Appendix XIII provides steps that a TASS user can use to download data files.

H-1 Field Descriptions for Data Files

The data files that may be downloaded from the TASS online system are in tab-delimited format. That is, a tab character separates each field. Each record is presented on a new-line. The **Data Definition** link under the **Resources** caption of the TASS web page provides the user with a description of the data files for each report type. The link allows the user to access a listing of the name, type, size, and a brief description of each field in the Benefit History and Income Discrepancy reports. The fields are listed in the order they are written to the downloadable files. The data definition information is also presented on the **Data Download** tab.

Appendix XIV provides steps for accessing the data definitions.

I. Distributing the SS/SSI Reports

After the SS and SSI reports become available online, the program administrator should distribute the reports to staff responsible for conducting the re-certification of tenant's income. Failure to distribute the reports in a timely manner to the right staff will prevent effective use of the reports.

Program administrators may use several techniques for distributing the reports:

- Printing and distributing the reports from a central location,
- Permitting multiple users to access the SS and SSI reports online, or
- Providing the reports on a local area network for access by staff responsible for re-certifications.

4. Using the SS/SSI Reports

This Chapter provides procedures for program administrators to use the SS and SSI Benefit History and Income Discrepancy Reports during the tenant re-certification process. In addition, this Chapter explains requirements for income counted or excluded in determining tenant contributions toward rent.

HUD's *Public Housing Occupancy Guidebook* provides detailed and substantive information on the income components that should be included or excluded in rent calculations. PHAs may access the current version of the guidebook at http://www.hud.gov/offices/pih/index.cfm. Owners and agents may access the Office of Housing's *Occupancy and Requirements of Subsidized Multifamily Housing Programs (Handbook 4350.3 REV-1)* using the HUD resource HUDCLIPS found at http://www.hudclips.org.

A. Introduction

TASS is designed to assist POAs in the re-certification of tenant households, not in the processing of new applications or interim re-certifications. For new applicants seeking to receive rental assistance and for current tenants undergoing interim re-certifications of income, program administrators should request that the individual provide documentation that identifies the monthly amount of SS/SSI benefit they receive from SSA and obtain third-party verification. Acceptable documents include recent benefit letters [the preferred document], award letters, and other letters from SSA that show benefit amounts.

The SS and SSI information provided by the applicant will be verified using the HUD/SSA monthly computer matching process prior to the annual re-certification date.

Note
Program administrators should not request that new applicants go to the local SSA Offices to obtain reports on their SS and SSI benefits. Reports should be requested by calling the SSA at (800) 772-1213 or via the SSA website at www.ssa.gov.

B. Use SS and SSI Reports to Verify Income

Program administrators may rely on the HUD-provided information as sufficient third-party documentation to verify tenant-reported SS/SSI benefits for annual re-certifications of household income. However, the program administrator may request that the tenant provide current SSA benefit letters or other documentation showing changes in income.

Tenants are required to report SS/SSI benefits received and if the program administrator does not receive a Benefit History Report from HUD for a tenant who is due for re-certification, the program administrator may use the tenant-provided information for verification purposes.

If TASS does not provide a Benefit History report for a tenant, this should not be interpreted as confirmation that the tenant or a member of the family does not receive SS/SSI benefits. If you are unable to find a Benefit History Report for the household being re-certified, this may be caused by one of several reasons. The table below describes these reasons:

Table 1. Reasons a Benefit History Report May Not be Available for a Tenant

Reason	Explanation and Suggested Next Steps
The household is not due for re-certification in the selected month	If the user searches by PHA, Project, or Contract, they are required to specify the re-certification month as one of the search criteria. Thus if there is a misunderstanding regarding the month the household is due for re-certification, the household may not be included in the search results. Verify the month the household is due for re-certification and re-do the search. You may also search by household; in which case you will not need to specify the re-certification month. See Appendix IV for directions on searching by household.
No Benefit History Report was generated for the tenant.	To generate the Benefit History Reports, HUD sends to SSA tenant personal identifiers—SSN, name, and date of birth. These are obtained from the data submitted by PHAs on the HUD Form 50058 and by O/As on HUD Form 50059. SSA only sends back benefit information for individuals with complete and matching personal identifiers. A Benefit History Report may be missing for one of the following reasons: 1. The HUD Form 50058/50059 was not submitted to HUD (PIC/TRACS) and thus no benefit information was requested from SSA for the tenant. 2. There was a mismatch on the tenant data submitted to HUD and SSA did not recognize the SSN of the tenant or could not match the SSN to the name or date of birth of the tenant. (TASS will generate an Error Report for these instances.) 3. The tenant did not and has never received SS/SSI benefits. (TASS will generate a No SS/SSI Benefit Report for these instances.) Program administrators should review the Error Report and use the Form 50058 or 50059 to correct any errors in personal identifiers that may contribute to non-receipt of future SS/SSI reports from

Reason	Explanation and Suggested Next Steps
	HUD.
The Benefit History Report is no longer available	Benefit History Reports are made available on the TASS Online Secure Systems four months before the families' annual re-certification date. They remain on the system for approximately five months and then they are purged. If the tenant's re-certification occurred over one month ago, no reports will be available on the system.

The following sections describe procedures for verifying SS and SSI income and resolving income discrepancies using the Benefit History Report and the Income Discrepancy Report.

C. Verifying SS/SSI Income with the Benefit History Reports

Benefit History Reports provide SS/SSI benefit information for individuals with matching personal identifiers in HUD's systems (PIC and TRACS) and SSA files. Program administrators will use this information in the annual re-certification process to verify the amount of SS/SSI benefit provided to the tenant and to help determine the amount of rental assistance the tenant is entitled to receive. See Appendices V and VI for a sample Benefit History Report for PHAs and O/As, respectively. See Appendix VII for an explanation of the codes used on the Benefit History Report.

Most households will have one or more Benefit History Reports (one for each individual in the household with SS or SSI income). Where this situation occurs, the program administrator should:

1. Use the Benefit History report to calculate the tenant's projected annual income for the next scheduled re-certification. This will involve annualizing (multiplying by 12 the monthly amounts shown on the Report) the household's benefits to create an accurate estimate of the household's income from these sources for the next 12 months. The following table summarizes the types of benefits included and excluded as income:

Table 2. Types of Income Shown on the Benefit History Report

Types of Income Shown on the Benefit History Report	
Included in Income When Calculating the Tenant's Contribution toward Rent	**Excluded from Income When Calculating the Tenant's Contribution toward Rent**
Social Security[1]	Lump sum social security payments
Dual entitlement for social security (when the Tenant receives an additional electronic payment, usually a benefit received as a beneficiary of another individual)	Social Security provided under a Plan to Attain Self Sufficiency (PASS)
Supplemental Security Income	Third-Party paid Medicare Premium (See Footnote 2)
State supplemental security income	
Black lung benefits[2]	

If there is evidence that a tenant is receiving both Federal and State SSI benefits and the Benefit History Report only provides the Federal SSA amount, the program administrator should indicate both incomes in Section 7b on the Form HUD 50058 or Section 28c on the Form HUD 50059.

2. Discuss the computed amount of included income with the head of household during the annual re-certification of household income. Offer the head of household the opportunity to contest the program administrator's computed income amounts.
3. File the SS and SSI Benefit History Report in the tenant's case file. The reports should be kept in the case file for the period indicated by the POA's record retention policies and procedures.

Additional information regarding the verification of SS and SSI Income Benefits is available in PIH Notice 2004-18. The PIH Notice provides information regarding Third Party Verification of SS/SSI Benefits for Applicants (new household members) and Household Members on page 2. It also provides information on Documentation of Unavailability of Third Party Verification

[1] To obtain the gross amount of benefits, you must add the Net Social Security benefit to the Medicare premium amount. When the Benefit History Report shows the same gross and net benefits AND a Medicare premium, this means a third party (usually the State) is paying the Medicare premium. If the Benefit History Report shows a "Y" under "Buy-In," this indicates another person or organization is paying the Medicare insurance premium. The Buy-In Code indicates the category of person or organization making the payment. Further information is available in Appendix XVI.

[2] The Benefit History Report shows only black lung benefits paid by SSA. The resident should provide a benefit verification for any black lung benefits paid by the Department of Labor.

of SS/SSI Benefits on page 3. The PIH Notices are available on the Internet at: http://www.hud.gov/offices/pih/notices.cfm.

D. Resolving Tenant Income Discrepancies

The Income Discrepancy Report is generated for households with a discrepancy of at least $50 between the net monthly SS/SSI benefit amount reported by SSA and that reported to HUD by the tenant. The report presents the program administrator with a comparison of the SSA- and tenant-reported amounts and highlights those households requiring investigation to determine if the discrepant amounts represent actual unreported income affecting the families' prior tenant contributions toward rent. Program administrators will receive an SS/SSI Benefit History Report for all tenants listed on the Tenant Income Discrepancy Reports.

See Appendices VIII and IX for a sample Tenant Income Discrepancy Report for PHAs and O/As, respectively. See Appendix X for an explanation of the codes used on the Income Discrepancy Report.

The PIC and TRACS annual amounts have been recalculated to show on the Income Discrepancy Report as monthly amounts. The report always provides the Head of Household name and SSN to aid the program administrator in locating information about the tenant. The SSA amounts shown on the report do not include lump sum distributions because they are not counted as income in computing tenant contributions toward rent.

1. Compare the tenant-reported amount as obtained from PIC and TRACS data to the actual income data used in computing a family's contribution toward rent to ensure the PIC and TRACS data used for the comparison is correct. For example, this analysis may indicate data errors, such as, the tenant reported SS or SSI, but a "0" was erroneously recorded in the SS and SSI data fields. If the analysis indicates the family has previously failed to report all SS and SSI as required by program regulations, proceed to step 2 below. If the analysis indicates the family has properly reported all SS and SSI as required by program regulations, proceed to step 5.
2. Discuss the income discrepancy with the tenant during the normal re-certification process, offering the tenant an opportunity to explain the reasons for the income discrepancy and an opportunity to contest any program administrator findings concerning unreported or under-reported SS and SSI benefits. The initial matching of PIC or TRACS data to SSA's data may identify individuals who have not reported SS and SSI. Sometimes tenants may have unreported SS and SSI for extended periods of time and may owe rent retroactively. If the tenant failed to report all SS and SSI as required, proceed to step 3. If the tenant claims the SS and SSI information is erroneous, the program administrator should request that the tenant do one or more of the following:
   a. Provide additional documentation such as SSA benefit letters, SSA award letters, or other letters from SSA that show benefit amounts;
   b. Call SSA's Benefit Verification toll-free telephone number at 1-800-772-1213 or visit the SSA's website at www.ssa.gov, and click on the "What you can do

online," link to request a copy of their SS and/or SSI benefit information; and/or

c. Send a letter to the SSA local office to request information needed to resolve the discrepancy.

If the tenant is able to provide proof that the PIC or TRACS data is erroneous, proceed to step 5. Otherwise, continue with step 3.

3. Calculate the amounts of any excess rental assistance the tenant has received applicable to prior re-certifications. HUD does not specify requirements on the maximum timeframe for calculating excess rental assistance owed. However, HUD encourages program administrators to go back as far as the data shown on the Benefit History Reports.

4. Obtain from the tenant immediate restitution for the previously received excess rental assistance that the tenant has received because of unreported or underreported SS/SSI benefits, or a signed agreement to repay the amount of excess rental assistance. Program administrators may also take other administrative actions they deem appropriate under the circumstances.

   Generally, program administrators should take administrative action to recoup prior excess rental assistance that occurs from unreported or underreported income. However, program administrators, in some unique circumstances (e.g., an indigent tenant with no means of repayment), may decide not to pursue retroactive rent for recipients of SS and SSI. Factors to be considered include the following:

   - the extent of abuses;
   - the costs of obtaining information and reexamining the tenant for retroactive rent;
   - the likelihood of collection; and
   - the extent of other abuses by the tenant.

5. Annotate the Tenant Income Discrepancy Report with the resolution of the SS and SSI income difference. The following codes are suggested for use in the annotations:

Code	Description
Resolved with tenant – no enforcement action needed	
1A	Errors in automated tenant data
1B	Interim increase in tenant's income, no increase in the tenant's rent is required until the next re-certification
1C	Tenant vacated unit, no action planned
1D	Regular re-certification conducted, amounts no longer discrepant

Code	Description
Resolved with tenant – enforcement action completed. (More than one code below may be used; an asterisk should be use if the action involves prior year's re-certifications.)	
2A	Tenant's rent increased $______ per month
2B	Repayment agreement $______ per month
2C	Immediate restitution $______ in full
2D	Assistance terminated, no restitution likely
2E	Tenant evicted, no restitution likely
2F	Enforcement action pending, appointment with tenant scheduled but not completed
3	Other (explain)

All income discrepancies should be resolved within 60 days, preferably, but not more than 90 days after the receipt of the Income Discrepancy Report from HUD. Exceptions to this general rule may apply where further verification of income with the SSA is necessary.

6. Retain the annotated Tenant Income Discrepancy Report for three years or as indicated by the POA's record retention policies and procedures. **The Tenant Income Discrepancy Reports should not be sent to HUD**.

Some larger program administrators have chosen to refer the Tenant Income Discrepancy Reports to a Tenant Integrity Unit, or Internal Audit staff for analysis and resolution. The referral of the Tenant Income Discrepancy Reports to an organization/person independent of the person who did the original re-certification is highly desirable. The independent organization can then analyze the report and initiate appropriate administrative actions.

5. Privacy Law Requirements

Federal and State privacy laws apply to the SS and SSI data that program administrators receive from HUD. All program administrator personnel who will have access to SS and SSI data that HUD discloses, must be advised of the following:

- the confidential nature of the information received,
- the required safeguards over the information, and
- the criminal and civil sanctions for noncompliance.

Confidential information that program administrators receive from HUD generally is not to be used or re-disclosed without the consent of the individual (or someone who may consent on his or her behalf.) Also, this confidential tenant information may not be used or re-disclosed for any purposes other than for the verification of an individual's eligibility for rental assistance or for determining the amount of rental assistance benefits the individual should receive. Exceptions to prohibitions against disclosure may exist under State laws.

Computer matching information concerning tenants only can be used to verify an applicant's or tenant's eligibility and level of assistance. Further, no adverse action can be taken against a tenant until the computer matching information has been verified and the tenant has been granted an opportunity to contest any adverse findings through the established grievance, hearing or other legal procedures.

A. Federal Law

The Federal Privacy Act of 1974, as amended, generally does not apply to program administrators. However, one section, 552(e)(3) of the Act does apply. This section requires that any form used by program administrators to request information from an individual contain the following:

- the authority for soliciting the information and whether the disclosure of information is mandatory or voluntary,
- the purpose(s) for which the information is intended to be used,
- the routine uses of the information, and
- the effects of not providing all or any part of the requested information.

Program administrators for the Office of Public and Indian Housing's programs satisfy these requirements by using *Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice*. Program administrators for the Office of Housing's programs satisfy these requirements by using *Form HUD-9887, Notice and Consent for the Release of Information* and *Form HUD-9887A, Applicant's and Tenant's Consent to the Release of Information.*

Note
HUD, the program administrator, or an employee of HUD or the program administrator may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the Forms HUD-9886, HUD-9887 or HUD-9887A. Use of the information collected based on the Forms HUD-9886, HUD-9887 and HUD-9887A is restricted to the purposes cited on the forms. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a fine of not more than $5,000.

B. State Laws

Program administrators may be subject to state privacy laws. Staff of program administrators must become familiar with and comply with those laws. Federal privacy law requirements supersede state privacy requirements.

Appendix I. Definitions

The following table defines the terms and abbreviations used in this document.

Table 3. Definition of Terms and Abbreviations Used in the Guide

Phrase	Definition
Dual or multiple entitlements	Dual or multiple entitlements occurs when an individual receives benefits under their own SSN and under one or more individual's SSNs., e.g., a widow receives SSI under her own SSN and receives SS (widow's benefits) under her deceased husband's SSN or a child receiving SS or SSI benefits under two parents SSNs.
Income Verification	The confirmation of income data with an independent source. Social security and supplemental security income data obtained directly from SSA, via HUD, which is not successfully contested by the tenant, is considered verified.
Management Agent	The firm or entity hired by the owner to manage the property on her or his behalf
Owners/Agents (O/As)	Those private owners, management agents, and other agents who are administering the HUD programs mentioned in Chapter I of this Guide.
Private Owner	An individual or entity that leases an assisted dwelling unit to an eligible family.
Program Administrators	Public housing agencies, private owners, management agents, and state housing authorities (acting as contract administrators) that administer HUD's rental assistance programs.
Public Housing Agency (PHA)	Any State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of low-income housing.
Public Housing Information Center (PIC)	An automated system that provides tenant data for the Office of Public and Indian Housing's programs, to TASS for use in computer matching. Public Housing Agencies provide the tenant data to PIC. Formerly known as the Multifamily Tenant Characteristics System (MTCS.)
Secure Systems	Software used by program administrators to limit data access only to authorized users. Secure Systems is Web-based and provides a point of entry to many of REAC's systems, such as TASS.
Significant unreported/underreported income differences	Differences represent the excess of income shown by independent income sources (i.e., the SSA) over the income shown in the source tenant data (from PIC or TRACS). The significant difference amount is the criterion that HUD uses in selecting households to be printed on the Tenant Income Discrepancy Report.
Social Security Administration. (SSA)	The Federal agency that the HUD has an agreement with to match databases.
Social Security (SS) income	Social Security income is available to persons who fall under one or more of the following categories: (a) a disabled insured worker under age 65

Phrase	Definition
	(b) a retired insured worker at age 62 or over (c) the spouse of a retired or disabled worker entitled to benefits who is age 62 or over, or has in care a child under age 16 or over age 16 and disabled who is entitled to benefits on the worker's Social Security record (d) the divorced spouse of a retired or disabled worker entitled to benefits if age 62 or over and married to the worker for at least 10 years (e) the divorced spouse of a fully insured worker who has not yet filed a claim for benefits if both are age 62 or over, were married for at least 10 years, and have been finally divorced for at least 2 continuous years (f) the dependent, unmarried child of a retired or disabled worker entitled to benefits, or of a deceased insured worker if the child is under age 18 or under age 19 and a full time elementary or secondary school student, or age 18 or over but under a disability which began before age 22 (g) the surviving spouse (including a surviving divorced spouse) of a deceased insured worker if the widow(er) is age 60 or over (h) the disabled surviving spouse (including a surviving divorced spouse in some cases) of a deceased insured worker if the widow(er) is age 50-59 and becomes disabled within a specified period (i) the surviving spouse (including a surviving divorced spouse) of a deceased insured worker, regardless of age, if caring for an entitled child of the deceased who is either under age 16 or disabled before age 22 (j) the dependent parents of a deceased insured worker at age 62 or over.
State Verification Exchange System (SVES)	An automated system developed by the Social Security Administration to provide States and Federal agencies with SS and SSI program information. Verification of data is performed using the last name, first name and date of birth as requested by a State or Federal agency.
Supplemental Security Income (SSI)	SSI is a Federal program administered by SSA. The SSI program was established to provide cash assistance to individuals who have limited income and resources and are age 65 or older, or blind or disabled, including children. The amounts of SSI benefit payments vary depending on other income that is available, the household's living arrangements, and whether state benefit programs provide additional amounts.
Tenant Assessment Subsystem (TASS)	The automated system used by HUD to provide information to other agencies, i.e., the SSA, for use in computer matching; to do automated analysis needed to identify potential unreported or underreported income; and to produce SS and SSI reports for program administrators.
Tenant Rental Assistance Certification System (TRACS)	An automated system that provides tenant data for the Office of Housing's programs to the TASS for use in computer matching. Management agents/owners provide the tenant data to TRACS.

Appendix II. Logging on to TASS

The Tenant Assessment Subsystem (TASS) is deployed in HUD's Secure Systems environment. Program Administrators of HUD's rental assistance programs may access TASS via the Internet.

Use the following steps to access the TASS Secure System:

Step 1: Launch the Internet browser on your computer. Enter the following link in the address of the Web browser: http://www.hud.gov/offices/reac and press **Enter** on the keyboard.

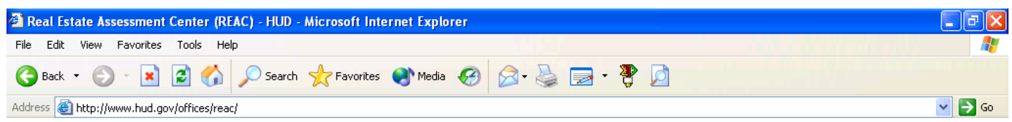


Figure 2 . Internet Address for the REAC Home Page

Step 2: The **Real Estate Assessment Center Home Page** is displayed.

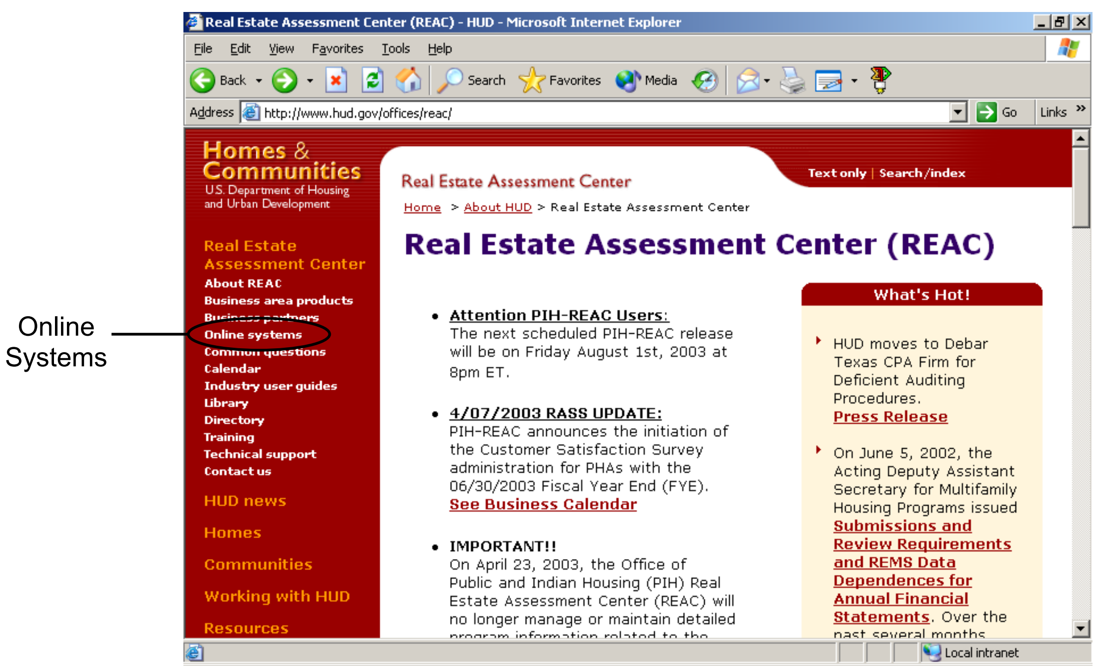


Figure 3 . Real Estate Assessment Center Home Page

Step 3: Click the **Online Systems** menu item in the navigation bar on the left side of the page.

Step 4: The **Online Systems** screen is displayed. The screen displays information on HUD PIH-REAC Systems.

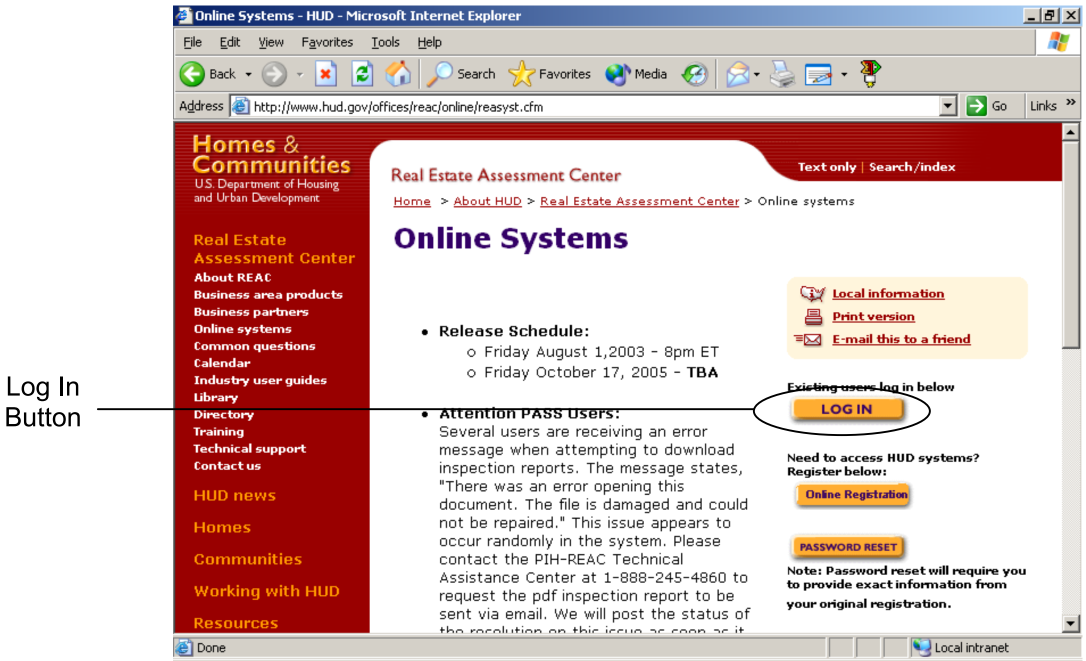


Figure 4. REAC Online Systems Screen

Step 5: To access HUD PIH-REAC systems click the **LOG IN** button.

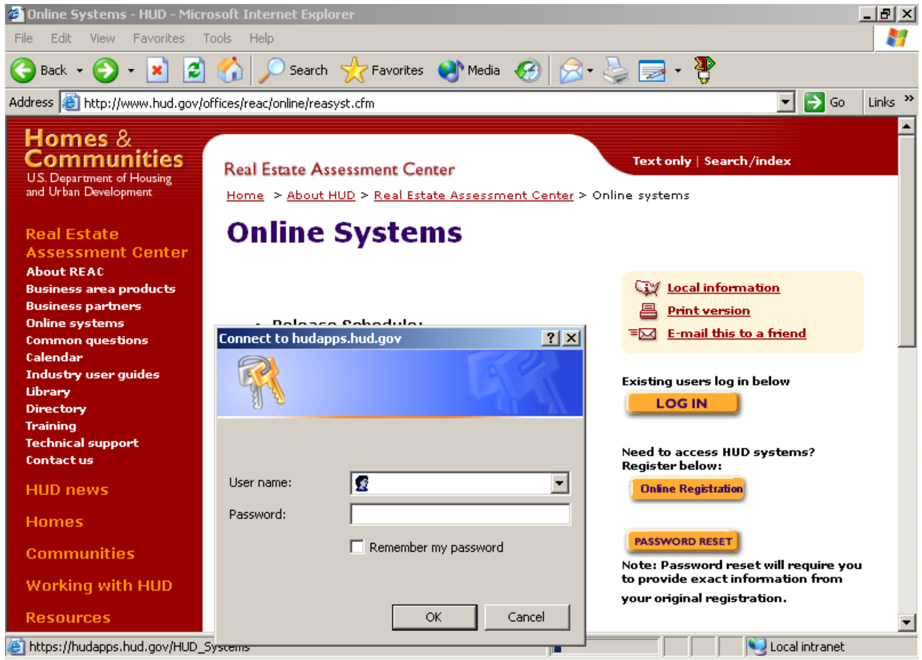


Figure 5. REAC Online Systems Log In Window

Step 6: The Login pop-up box is displayed. Enter the User ID and Password and click **OK.**

Note

The User ID is six characters beginning with an "M" or "H" and followed by 5 numeric characters. External users such as the POAs are assigned a User ID starting with an "M" (for example, "M12345"). Internal users such as HUD Employees are assigned a User ID starting with an "H" (for example, "H12345"). The User ID and password are case-sensitive.

Note

If the User ID/Password combination is incorrect, the system displays an "Authorization Failed" message. You have 3 chances to enter the correct User ID/Password combination. If, after the third attempt, the "Authorization Failed" message appears, you will need to contact the REAC Technical Assistance Center-Password Unit at 1-888-245-4860 to have the password reset. Every 21 days the system will prompt you to change the password. Passwords are to be kept in a secure location and protected from unauthorized use. Passwords should be kept private, and must not be shared with other staff members.

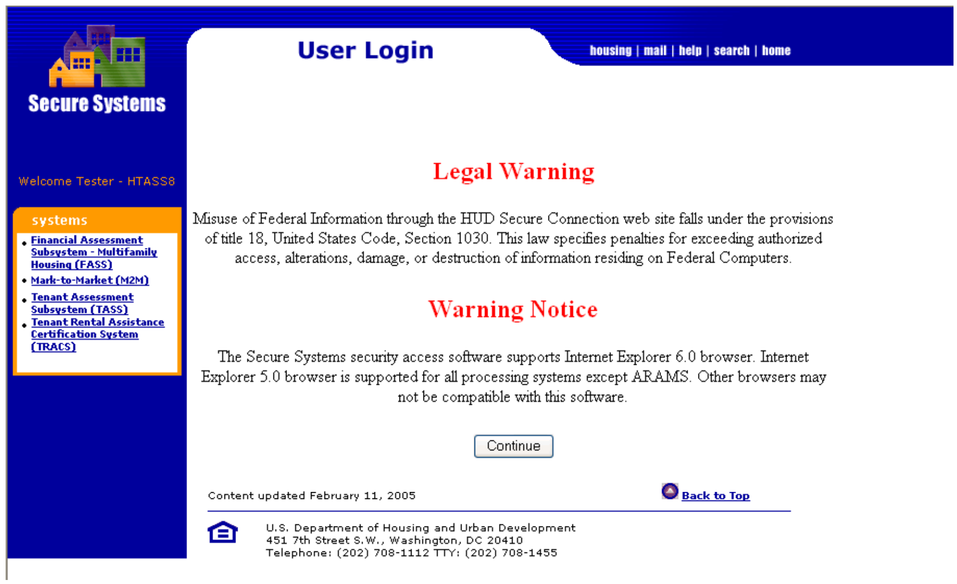


Figure 6. Secure Systems Warning screen

Step 7: The **Secure Systems Warning** screen is displayed. Review the screen contents and click the **Continue** button.

Step 8: The **Secure Systems Selection** screen is displayed. Click on the <u>Tenant Assessment Subsystem (TASS)</u> link.

TASS

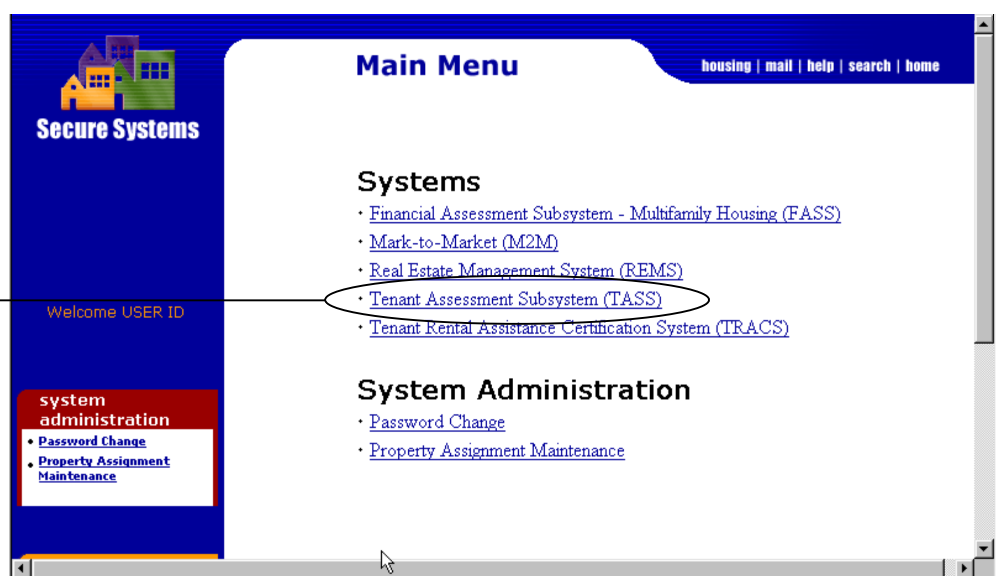


Figure 7. Secure Systems Selection screen

Step 9: The **TASS Home Page** is displayed. The user is able to access all the TASS-related functions and utilities from this screen.

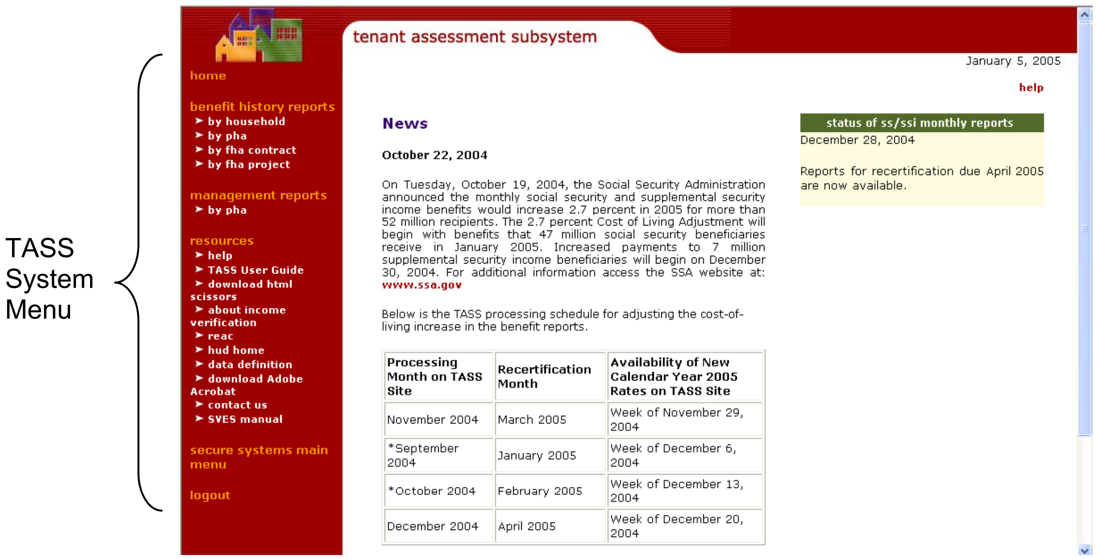


Figure 8. TASS Home Page

Appendix III. The TASS System Menu

The menu items identifying the functions available in TASS appear on the left side of the TASS system screen in a vertical list. The major menu items (functions) are listed in the table below:

Figure 9. TASS Home Page

Menu Item/Function	Description
Benefit History Reports:	Used to view Benefit History, Income Discrepancy, Error and No SS/SSI Benefit Reports generated as a result of the monthly SS and SSI match conducted by TASS for tenants due for re-certification. PHAs may search for and view reports by Household or PHA. O/As may search for and view reports by FHA Contract, FHA Project or Household.
Management Reports:	Used to access the PHA Usage Reports. Authorized users can search and view the TASS Usage summary statistics by Field Office or PHA and also download summary statistics for all Field Offices.
Resources:	Used to access online resources for the following functions: ▪ **Help**—provides access to list all the help screens available on TASS. By clicking on one of the items in the list, the user is able to view the associated Help text.

Menu Item/Function	Description
	▪ **TASS User Guide**—a link to the current version of the TASS User Guide ▪ **Download HTML Scissors**—allows the user to download and install HTML Scissors. HUD provides this software utility to facilitate the printing of Benefit History and Income Discrepancy reports on separate pages for each individual family member. ▪ **About income verification**—a link to the REAC Income Verification web page ▪ **REAC**—a link to the REAC Home Page ▪ **HUD Home**—a link to the HUD Home Page ▪ **Data Definition**—allows the user to view or print the definition and description of the data provided on the Benefit History, Income Discrepancy and Error reports. ▪ **Download Adobe Acrobat**—allows the user to download and install Adobe Acrobat Reader. This is a free utility which is required to access and print the Benefit History Reports in PDF format. ▪ **Contact Us**—provides the user with directions for contacting various HUD-REAC offices including TASS. ▪ **SVES manual**—provides a link to a PDF version of SSA's State Verification and Exchange (SVES) manual
Secure Systems Main Menu:	Used to return to the Secure Systems Main Menu.
Logout:	Used to exit the HUD Secure Systems environment. In order to reduce the risk of unauthorized access to TASS data, users should log off the system if they are leaving their computer unattended for an extended period.

Appendix IV. Accessing the Monthly SS/SSI Reports

The TASS Online System allows users to access Benefit History and Income Discrepancy Reports generated from the monthly Social Security and Supplemental Security Income match conducted by TASS for households due for re-certification in the next four months. The system also allows users to access Error Reports, which identify tenants whose identity could not be validated and the reason for the lack of validation, and No SS/SSI Benefit Reports, which identify tenants whose identity was verified but do not and have never received SS/SSI benefits.

The **Benefit History Report** shows the current level of benefits and a history (up to the last 8 changes) for each family member. The Benefit History Reports are generated for all family members with validated personal identifiers in households due for re-certification in the indicated month and who currently receive or previously received SS/SSI benefits.

The **Income Discrepancy Report** is generated for households due for re-certification and having a discrepancy between the monthly SS/SSI benefit amount reported by SSA and that reported by the household. The household is considered discrepant if the combined tenant-reported amount for all household members differs from the SSA-reported amount by $50 or more.

The **Error Report** provides information on family members in a household due for re-certification for whom SSA was unable to provide benefit information and the issues encountered by SSA in resolving the tenant information.

The **No SS/SSI Benefit Report** provides a list of the tenants whose identity was verified by SSA based on the SSN/Last Name/Date of Birth combination. However, the tenants do not and have never received SS/SSI benefits.

The reports that are available to the user are determined by the POAs that have been assigned to the user by the Secure Systems Coordinator. A PHA user may search for and view reports by two criteria: PHA or Household. An O/A user may search for and view reports by three criteria: Household, FHA Project Number or FHA Contract Number.

Sections A, B, C, and D of this Appendix describe how to search for the monthly reports by household, PHA, FHA Contract Number, and FHA Project Number respectively. Section E describes how to access the detailed Benefit History and Income Discrepancy reports generated in the search results.

A. Accessing Monthly Reports by Household

TASS allows the user to request tenant benefit records for a specific household using the Head of Household's (HoH) Social Security Number (SSN). A search by HoH SSN will yield, at most, one record because the SSN identifies only one specific household. Use the following steps to search by household:

1. Click the **by household** link under the Benefit History Reports section of the system menu.

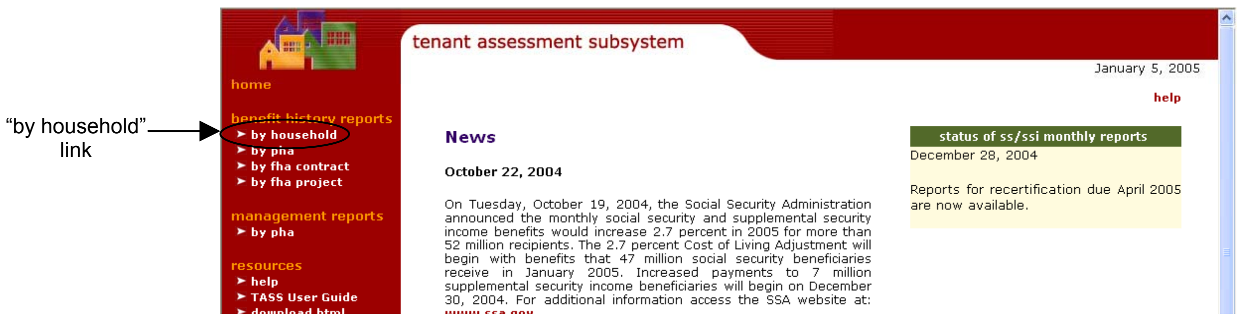


Figure 10. TASS Home Page

POAs may not view the tenant data without a signed Authorization for the Release of Information/Privacy Act Notice (Forms HUD-9886, HUD-9887, or HUD-9887A) in the household's file for the head of household and spouse or co-head, regardless of age, and each adult member in the household.

Note

2. The **Monthly Reports by Household** screen is displayed as shown below.

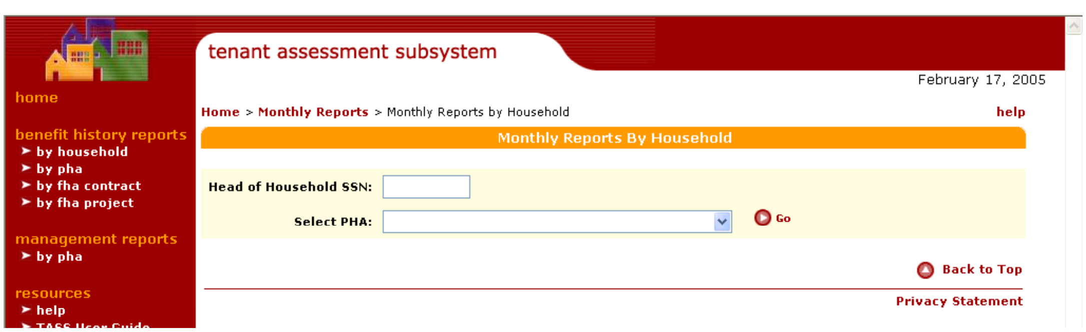


Figure 11. Monthly Reports by Household Search Screen

3. To specify the household for which you want to access the benefit records:
   - Enter the **HoH SSN** in the text box. (Do not include dashes in the SSN.)
   - Select a **PHA** from the drop-down list of authorized PHAs
   - Click the **Go** link

Note

Instead of a list of PHAs, an O/A user would be presented with drop-down lists of the Project and/or Contract Numbers they are authorized to access.

If a PHA, Project, or Contract that you need to access does not appear in the drop-down list of authorized PHAs/Projects/Contracts, you should contact the Secure Systems Coordinator of your POA, who is able to grant you the necessary rights.

4. The **Household Income Summary** for the household is displayed as shown below.

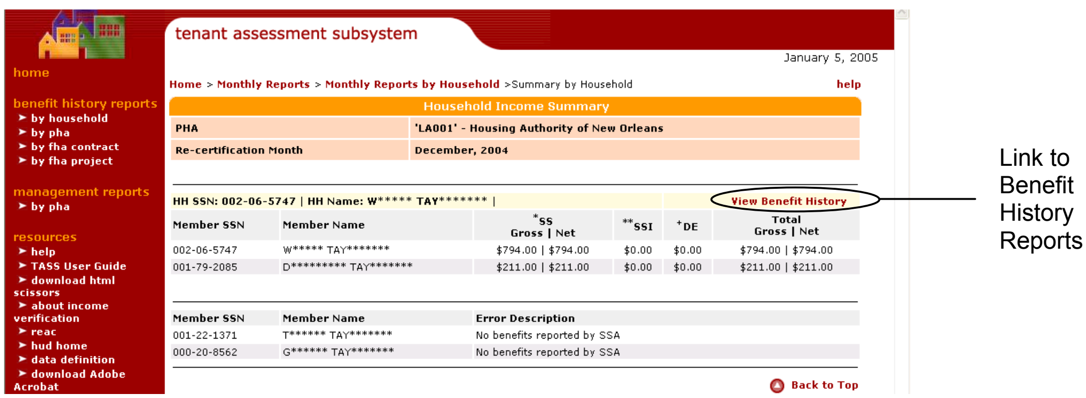


Figure 12. Household Income Summary Screen

The screen shows the following summary benefit amounts for each family member:

- Gross and Net Monthly Social Security (SS)
- Supplemental Security Income (SSI)—including Federal and State
- Dual Entitlement (DE)
- Combined (SS, SSI, and DE) Gross and Net

5. Click on the **View Benefit History** link to view the detailed Benefit History Report(s) for the household members. The Benefit History Report(s) for the household are displayed as shown below. The reports describe the Social Security, Supplemental Security Income, Medicare, Dual Entitlement, and Black Lung benefits being received

by the tenant. It also provides a history of past benefit amounts up to the last eight changes.

The reports are sorted by Member Number. Scroll down the page to view the individual reports for each family member. A sample Benefit History Report is shown in Appendices V (PHA) and VI (O/A). Appendix VII contains a description of the data shown on the report.

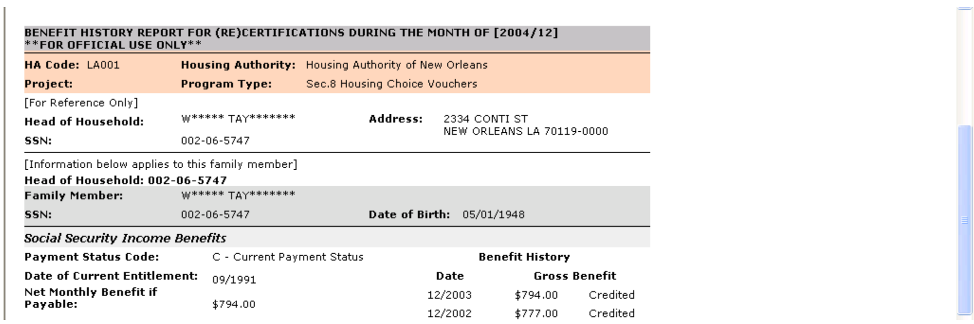


Figure 13. Benefit History Report Screen

6. If an Income Discrepancy Report has been generated for the household, the screen will display a link to the report as shown below.

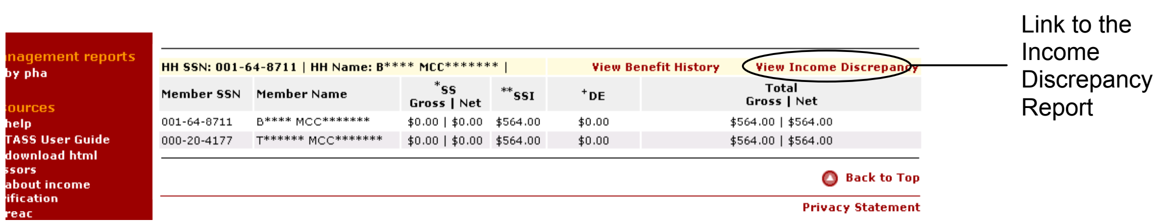
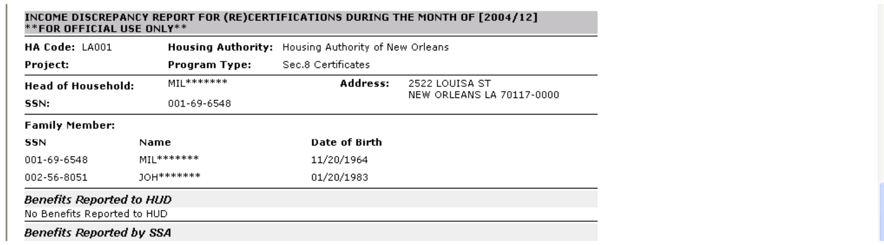


Figure 14. Household Income Summary screen with Income Discrepancy Report link

7. Click on the **View Income Discrepancy** link to view the detailed Income Discrepancy Report for the household. The Income Discrepancy Report for the household is displayed as shown below. The report details the tenant-reported benefit amount, the SSA-reported benefit amount, and the difference in the amounts for each family member and for the combined household.

   A sample Income Discrepancy Report is shown in Appendices VIII (PHAs) and IX (O/As). Appendix X contains a description of the data shown on the report.



INCOME DISCREPANCY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2004/12]
FOR OFFICIAL USE ONLY

HA Code: LA001 **Housing Authority:** Housing Authority of New Orleans
Project: **Program Type:** Sec.8 Certificates

Head of Household: MIL******* **Address:** 2522 LOUISA ST NEW ORLEANS LA 70117-0000
SSN: 001-69-6548

Family Member:

SSN	Name	Date of Birth
001-69-6548	MIL*******	11/20/1964
002-56-8051	JOH*******	01/20/1983

Benefits Reported to HUD
No Benefits Reported to HUD
Benefits Reported by SSA

Figure 15. Income Discrepancy Report Screen

8. If there is no household in the selected PHA, Project, or Contract with a Head of Household SSN that matches the one entered by the user, the screen will display a message as shown below.

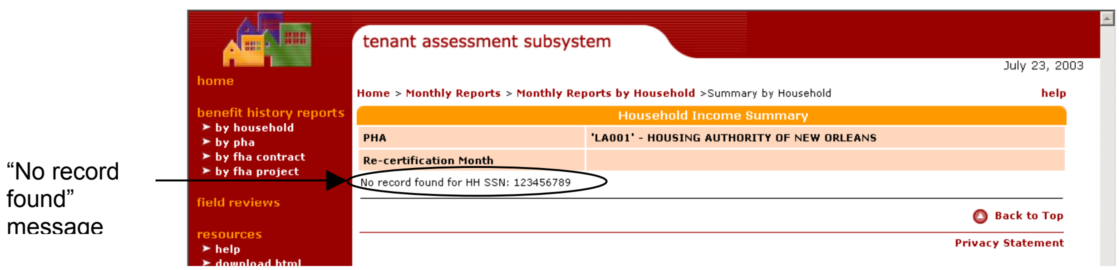


Figure 16. "No Record Found" Screen

Verify that you correctly entered the Head of Household SSN, selected the appropriate PHA, Project, or Contract and that the household is due for re-certification within the current or next four months.

Note

There may be no Benefit History Reports available for a household or a family member because of the following reasons:

- A HUD Form 50058/50059 was not submitted to HUD by the POA
- The Form 50058/50059 data contained mismatched identifiers for the tenant so the SSA could not provide benefit information
- The Household is not due for re-certification in any of the months for which benefit data is provided online
- The Household does not fall under the jurisdiction of the selected PHA, Project, or Contract

9. If the SSA was unable to validate the identity of a family member, the screen will display a message as shown below. Appendix XI provides a complete listing of the error messages that may be generated and displayed by the system.

"Error" message

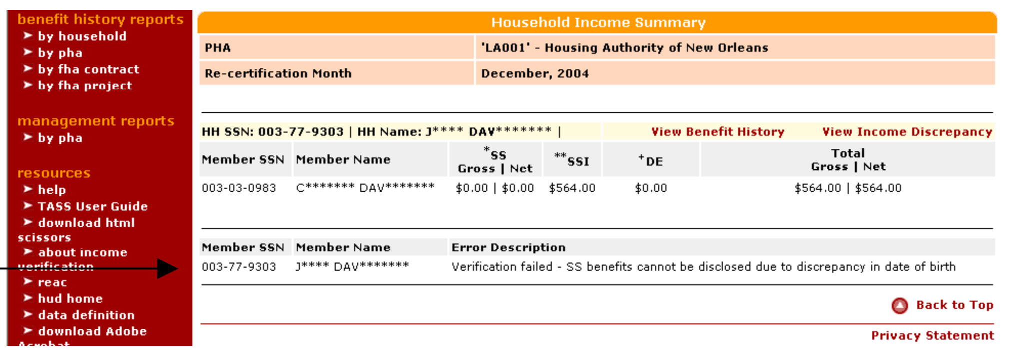


Figure 17. Household Income Summary screen with Error Report

B. Accessing Monthly Reports by PHA

A search by PHA and Recertification Month will yield records for all the households under the PHA's jurisdiction that are due for re-certification in the specified month. Use the following steps to search by PHA and Re-certification Month:

1. Click the **by pha** link under the Benefit History Reports section of the system menu.

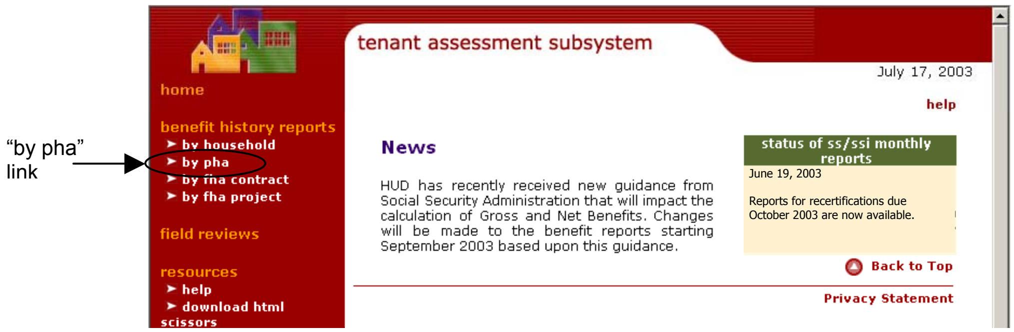


Figure 18. TASS Home Page

Note

If you get a message indicating that no PHA is assigned to you, you should contact the Secure Systems Coordinator of your PHA, who is able to grant you the necessary rights.

2. The **Monthly Reports by PHA** search screen is displayed as shown below.

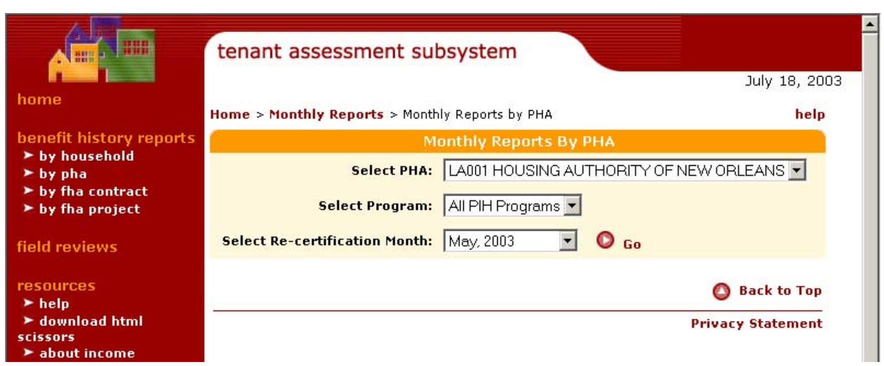


Figure 19. Monthly Reports by PHA Search Screen

The **Select PHA** drop-down list is populated with the PHA(s) that you are authorized to access.

The **Select Program** drop-down list allows you to access reports for households participating in all PIH programs or to narrow your search to households participating in Public Housing or Section 8 programs.

The **Select Re-certification Month** drop-down list allows you to choose to view reports for households due for re-certification in the current month or in one of the four ensuing months.

3. To specify the group of households for which you want to access benefit records:
   - Select a **PHA** from the list of authorized PHAs
   - Select a specific category of rental assistance **program** or the default option "All PIH Programs"
   - Select the desired **Re-certification Month**
   - Click the **Go** link

4. The search results are displayed in the lower half of the screen—the **Monthly Reports Summary** as shown below.

Active links to available reports are shown in red

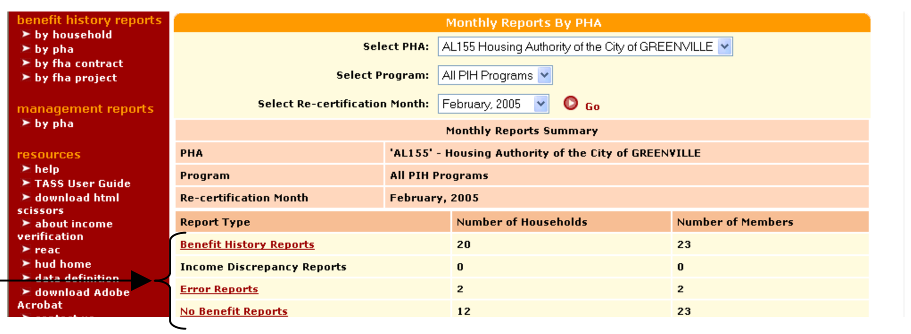


Figure 20. Monthly Reports by PHA Summary screen

The summary shows the number of households and family members for whom Benefit History, Income Discrepancy, Error and No SS/SSI Benefit Reports are available for the user-defined search criteria.

If there are no households included in the search results for a report type, the report name is displayed with "0" in the Number of Households and Number of Family Members columns.

If at least one household is included in the search results for a report type, the report name becomes an active link that allows you to view the summary information for all the included households.

B-1 Benefit History Reports

1. To view the summary benefit information, click the **Benefit History Reports** link.

   The **Benefit Summary by PHA** screen is displayed as shown below.

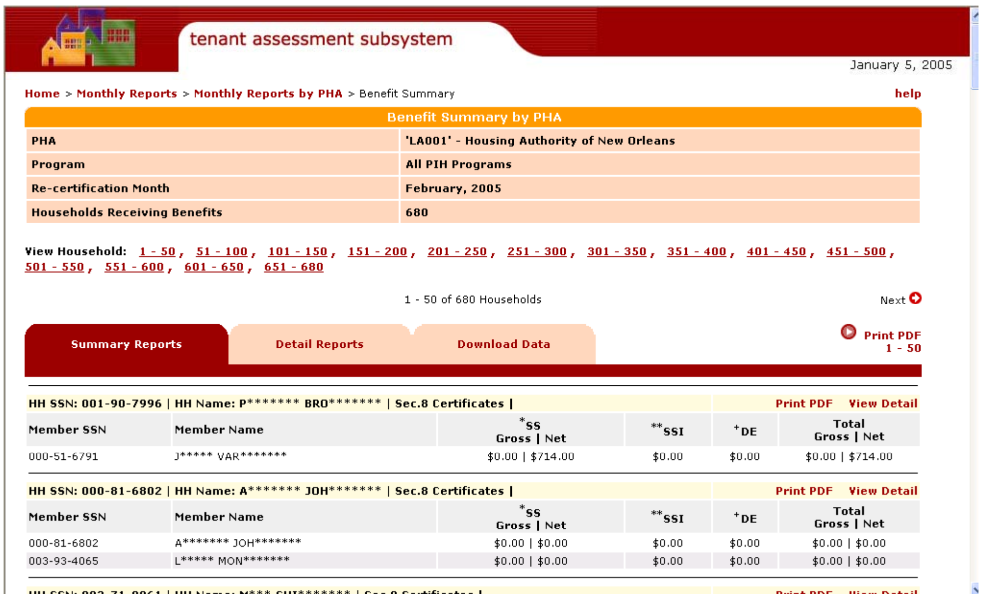


Figure 21. Benefit Summary by PHA screen

The search results are displayed as summaries of the Benefit History Reports for the family member(s) in each household. The screen shows the following benefit amount information for each family member:

- Gross and Net Monthly Social Security (SS)
- Supplemental Security Income (SSI)—including Federal and State
- Dual Entitlement (DE)
- Combined (SS, SSI, and DE) Gross and Net

The results are sorted by Program Type and Head of Household SSN.

A maximum of 50 summaries are displayed on the screen. Where there are more than 50 reports in the search results, the screen has **Next** and **Previous** navigation buttons to allow you to access the next or previous set of reports. Also, you may access a specific group of 50 reports by using the **View Household** links shown at the top and bottom of the page.

2. The Benefit Summary by PHA screen provides three options for accessing the detailed Benefit History Reports. These options are described in Section E.

B-2 Income Discrepancy Reports

1. To view the summary income discrepancy information, click the **Income Discrepancy Reports** link.

   The **Discrepancy Summary by PHA** screen is displayed as shown below.

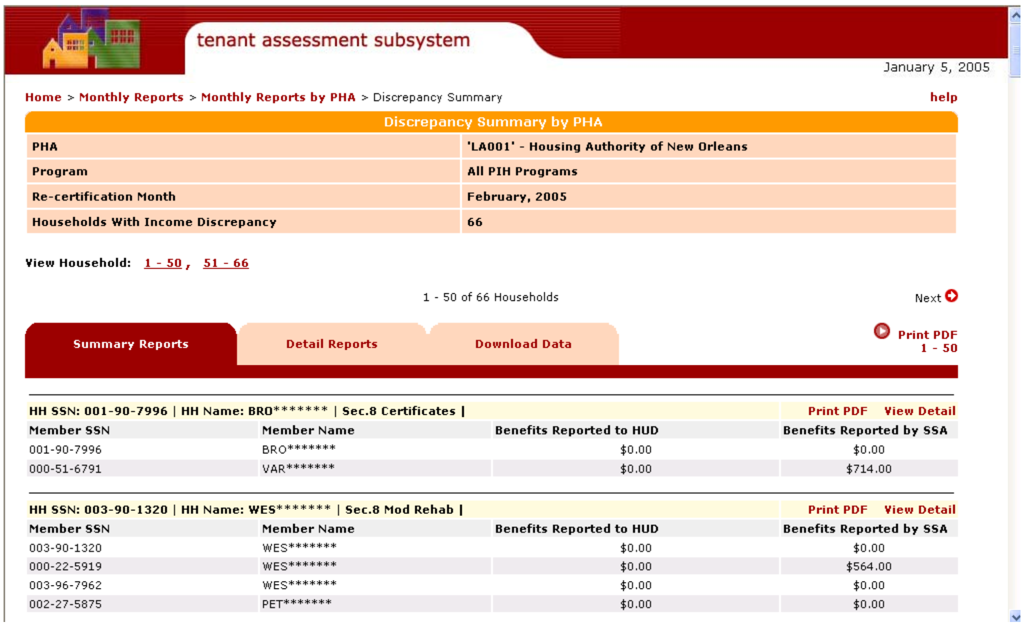


Figure 22. Income Discrepancy Summary by PHA screen

The search results are displayed as summaries of the Income Discrepancy Reports for each family member. The screen shows the following information for each family member:

- Total Benefits Reported to HUD by the Tenant
- Total Benefits Reported to HUD by the SSA

The results are sorted by Program Type and Head of Household SSN.

A maximum of 50 summaries are displayed on the screen. Where there are more than 50 reports in the search results, the screen has **Next** and **Previous** navigation buttons to allow you to access the next or previous set of reports. Also, you may access a specific group of 50 reports by using the **View Household** links shown at the top and bottom of the page.

2. The Discrepancy Summary by PHA screen provides three options for accessing the detailed Income Discrepancy Reports. These options are described in Section E.

B-3 Error Reports

1. To view the list of tenants for whom TASS was unable to provide benefit information and the reason for the missing information, click the **Error Reports** link.

   The **Error Report** screen is displayed as shown below.

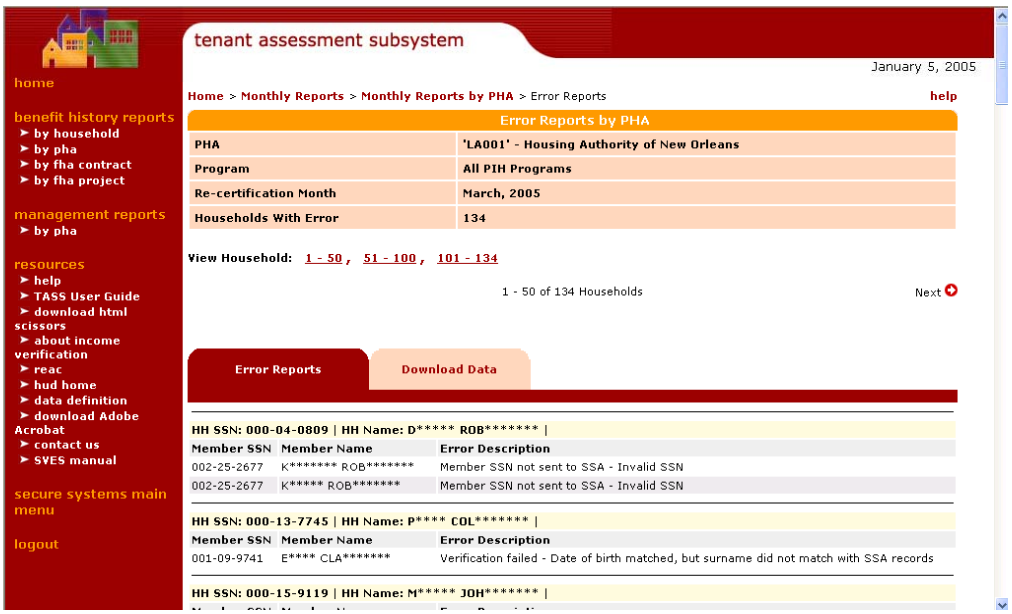


Figure 23. Error Reports by PHA screen

   The results are sorted by Program Type and Head of Household SSN.

2. The SSA is not able to validate a tenant's identity if the SSN/date of birth/surname combination does not match SSA records.
   Also, TASS does not submit records to SSA where the SSN is shown to be invalid based on preliminary validation checks done by TASS or the household member is a live-in aide or a foster child.

3. Appendix XI provides a complete listing of the error messages that may be generated and displayed by the system.

B-4 No SS/SSI Benefit Reports

1. To view the list of tenants whose identities were validated by the SSA but do not and have never received SS/SSI benefits., click the **No SS/SSI Benefit Reports** link.
   The **No SS/SSI Benefits Reports** screen is displayed as shown below

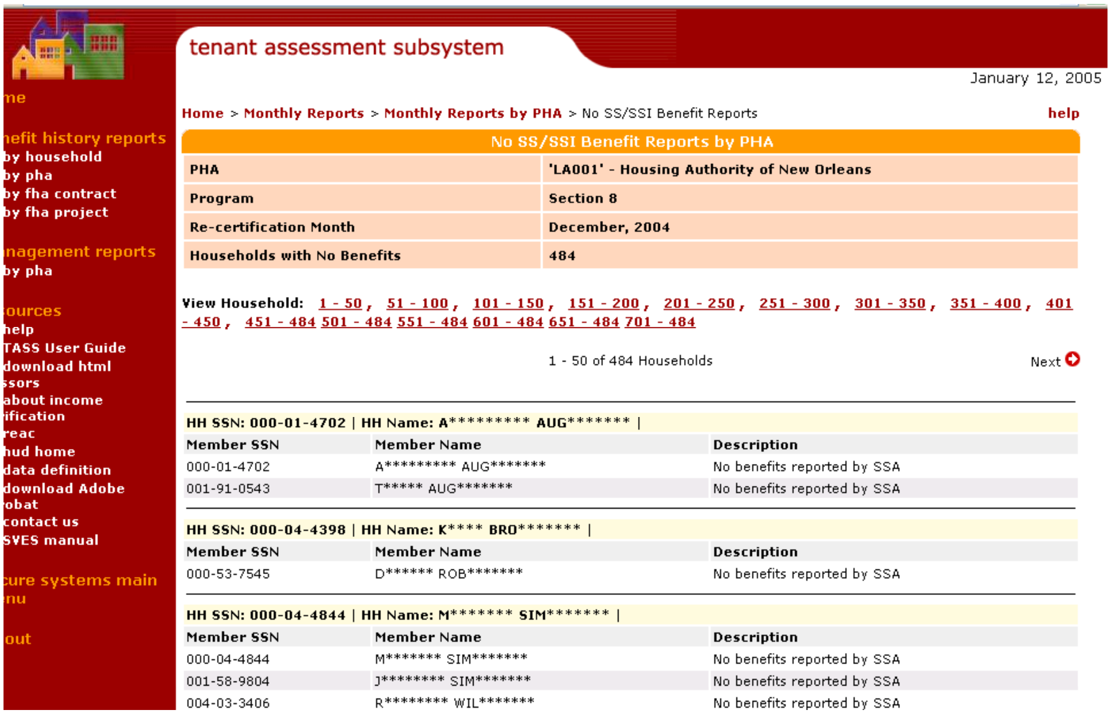


Figure 24. No SS/SSI Benefits Reports by PHA

The results are sorted by Program Type and Head of Household SSN.

C. Accessing Monthly Reports by FHA Contract Number

A search by FHA Contract Number and Recertification Month will yield records for all the households under the O/A's jurisdiction that are due for re-certification in the specified month. Use the following steps to search by FHA Contract Number and Re-certification Month:

1. Click the **by fha contract** link under the Benefit History Reports section of the system menu.

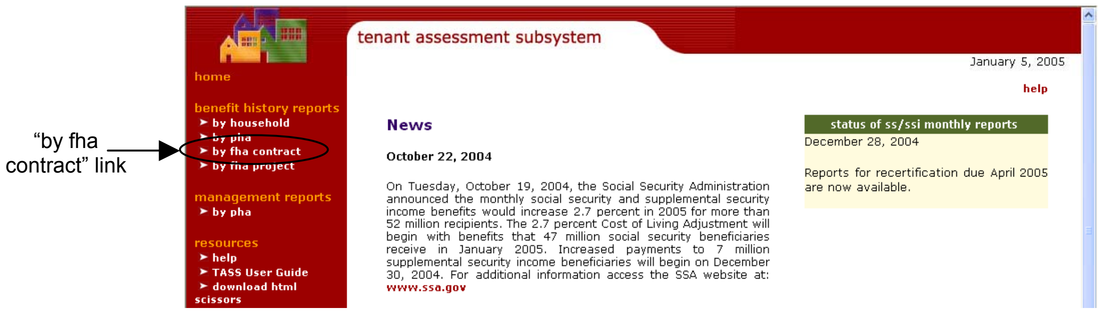


Figure 25. TASS Home Page

Note

If you get a message indicating that no contract numbers are assigned to you, contact the Secure Systems Coordinator of your organization who is able to provide you with the necessary rights.

2. The **Monthly Reports by Contract** screen is displayed as shown below.

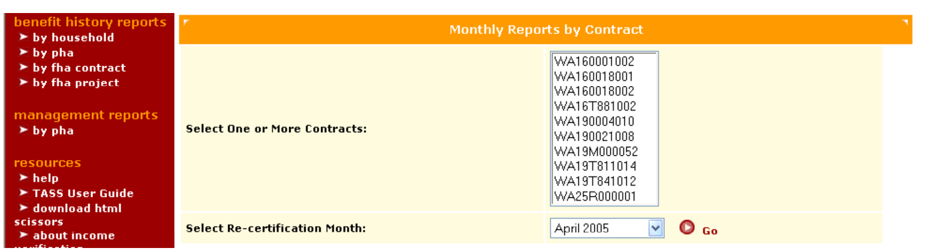


Figure 26. Monthly Reports by Contract Search Screen

The **Select One or More Contracts** drop-down list is populated with the contract(s) that you are authorized to access.

The **Select Re-certification Month** drop-down list allows you to choose reports for households due for re-certification in the current month or in one of the four ensuing months.

Note

If you do not see the contract number for a particular property you own or manage, you should contact the Secure Systems Coordinator of your organization.

3. To specify the group of households for which you want to access benefit records:
   - Select one or more **Contract Numbers** from the list of authorized contracts
   - Select the desired **Re-certification Month**
   - Click the **Go** link

Note

You may choose multiple, consecutive contract numbers in the list by holding down the **Shift** key on your keyboard and selecting the required contract numbers by dragging the mouse through the list or using your **Up** or **Down arrows.** You may select multiple, nonconsecutive contract numbers by holding down the **Ctrl** key as you make the selections.

4. The search results are displayed in the lower half of the screen—the **Monthly Reports Summary** as shown below.

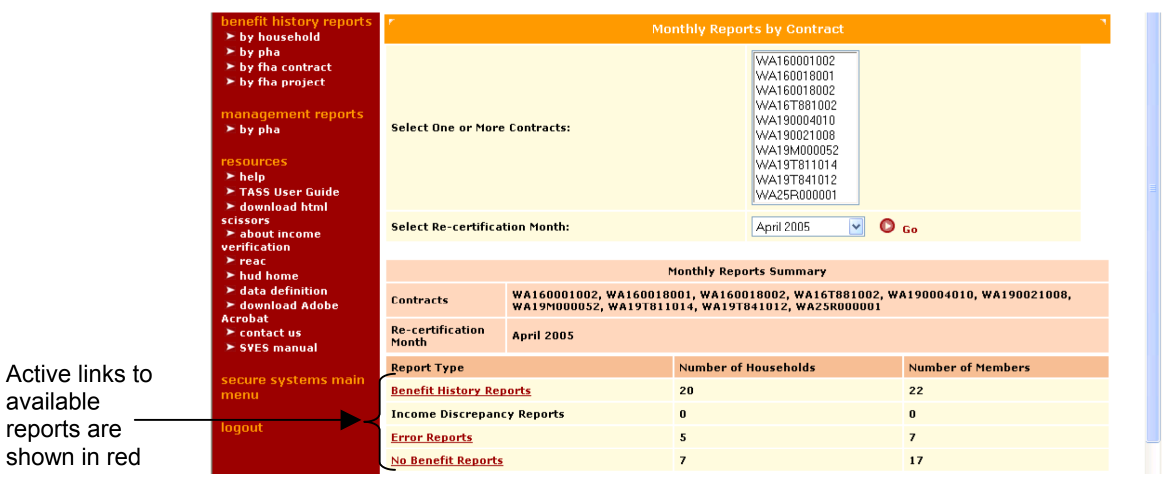


Figure 27. Monthly Reports by Contract Summary Screen

The summary shows the number of households and family members for whom Benefit History, Income Discrepancy, Error and No SS/SSI Benefits Reports are available for the specified contract number(s) and re-certification month.

If there are no households included in the search results for a report type, the report name is displayed with "0" in the Number of Households and Number of Family Members columns.

If at least one household is included in the search results for a report type, the report name becomes an active link that allows you to view the summary information for all the included households.

C-1 Benefit History Reports

1. To view the summary benefit information, click the **Benefit History Reports** link under the **Report Type** column.

The **Benefit Summary by Contract** screen is displayed as shown below.

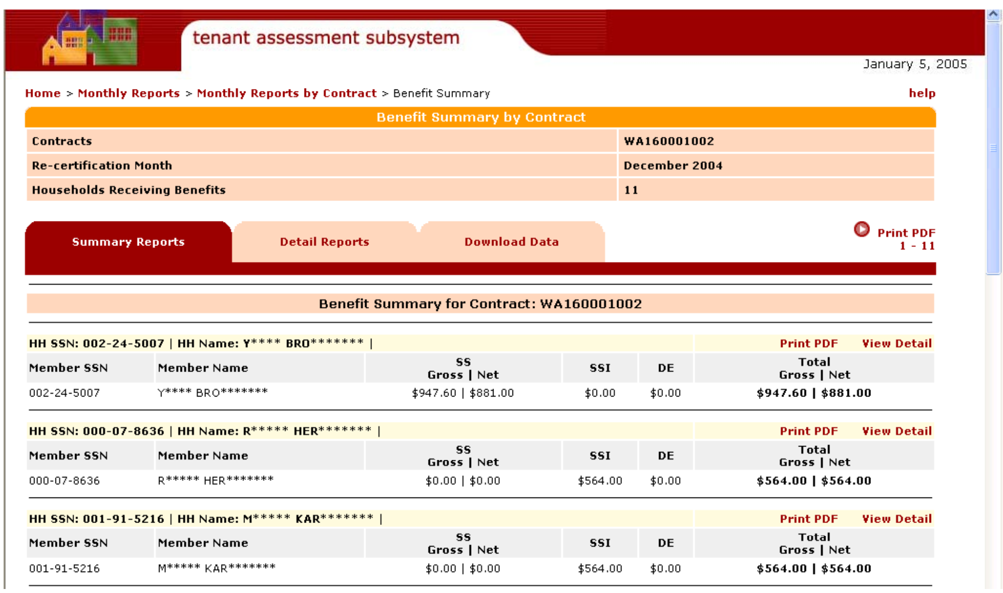


Figure 28. Benefit Summary by Contract Screen

The search results are displayed as summaries of the Benefit History Reports for the family member(s) in each household. The screen shows the following benefit amount information for each family member:

- Gross and Net Monthly Social Security (SS)
- Supplemental Security Income (SSI)—including Federal and State
- Dual Entitlement (DE)

- Combined (SS, SSI, and DE) Gross and Net

The summaries are sorted by Contract Number and Head of Household SSN.

A maximum of 50 summaries are displayed on the screen. Where there are more than 50 reports in the search results, the screen has **Next** and **Previous** navigation buttons to allow you to access the next or previous set of reports. Also, you may access a specific group of 50 reports by using the **View Household** links shown at the top and bottom of the page.

2. The Benefit Summary by Contract screen provides three options for accessing the detailed Benefit History Reports. These options are described in Section E.

C-2 Income Discrepancy Reports

1. To view the summary income discrepancy information, click the **Income Discrepancy Reports** link.

The **Discrepancy Summary by Contract** screen is displayed as shown below.

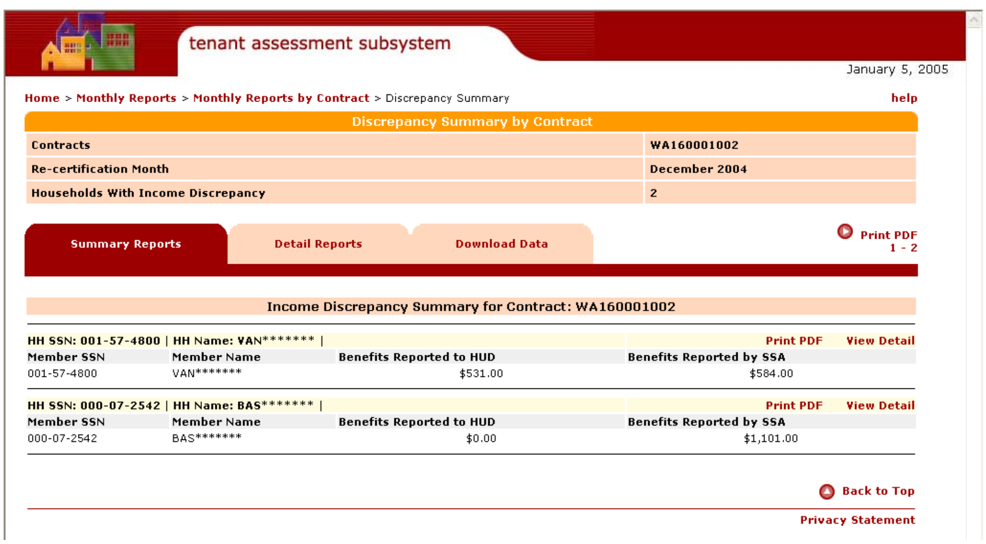


Figure 29. Income Discrepancy Summary by Contract screen

The search results are displayed as summaries of the Income Discrepancy Reports for each family member. The screen shows the following information for each family member:

- Total Benefits Reported to HUD by the Tenant
- Total Benefits Reported to HUD by the SSA

The results are sorted by Contract Number and Head of Household SSN.

A maximum of 50 summaries are displayed on the screen. Where there are more than 50 reports in the search results, the screen has **Next** and **Previous** navigation buttons to allow you to access the next or previous set of reports. Also, you may access a specific group of 50 reports by using the **View Household** links shown at the top and bottom of the page.

2. The Discrepancy Summary by Contract screen provides three options for accessing the detailed Income Discrepancy Reports. These options are described in Section E.

C-3 Error Reports

1. To view the list of tenants for whom TASS was unable to provide benefit information and the reason for the missing information, click the **Error Reports** link.

The **Error Report** screen is displayed as shown below.

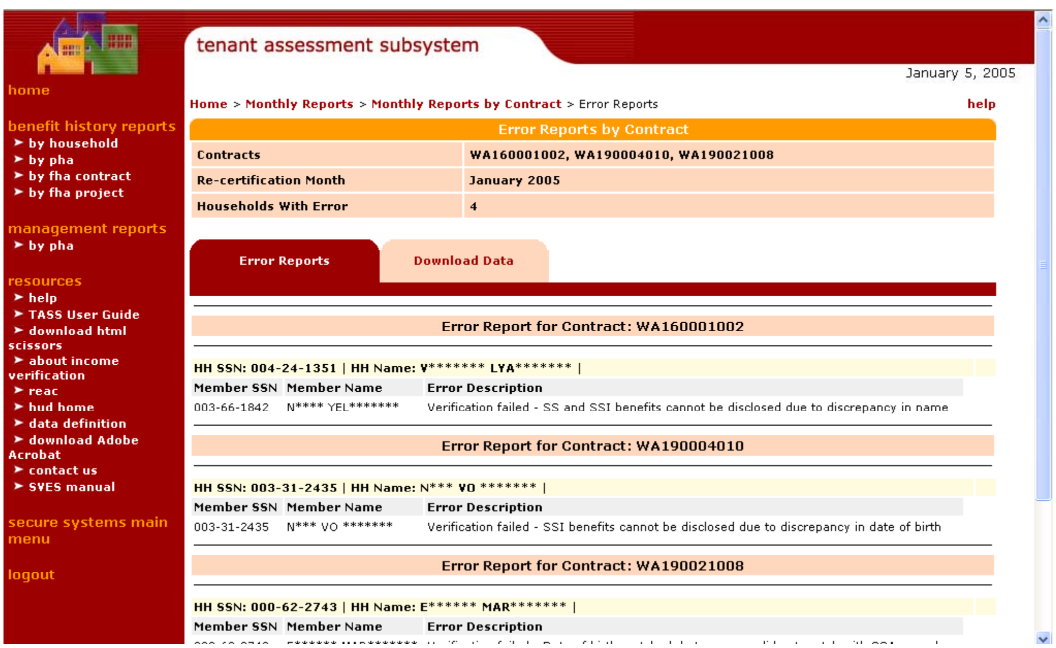


Figure 30. Error Report by Contract screen

The results are sorted by Contract Number and Head of Household SSN.

2. The SSA is not able to validate a tenant's identity if the SSN/date of birth/surname combination does not match SSA records.
Also, TASS does not submit records to SSA where the SSN is shown to be invalid

based on preliminary validation checks done by TASS or the household member is a live-in aide or a foster child.

3. Appendix XI provides a complete listing of the error messages that may be generated and displayed by the system.

C-4 No SS/SSI Benefit Reports

1. To view the list of tenants whose identities were validated by the SSA but do not and have never received SS/SSI benefits, click the **No SS/SSI Benefit Reports** link. The **No SS/SSI Benefits Reports** screen is displayed as shown below.

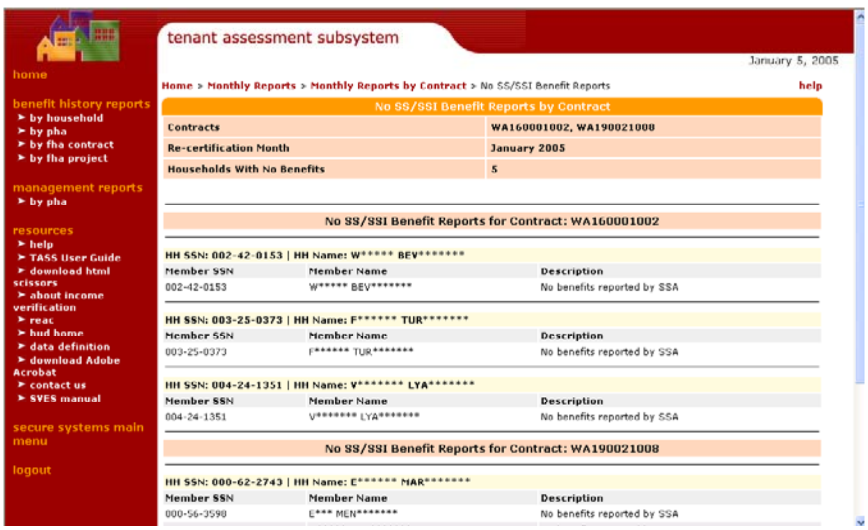


Figure 31. No SS/SSI Benefits Reports by Contract

The results are sorted by Contract Number and Head of Household SSN.

D. Accessing Monthly Reports by FHA Project Number

A search by FHA Project Number and Recertification Month will yield records for all the households under the O/A's jurisdiction that are due for re-certification in the specified month. Use the following steps to search by FHA Project Number and Re-certification Month:

1. Click the **by fha project** link under the **Benefit History reports** section of the system menu.

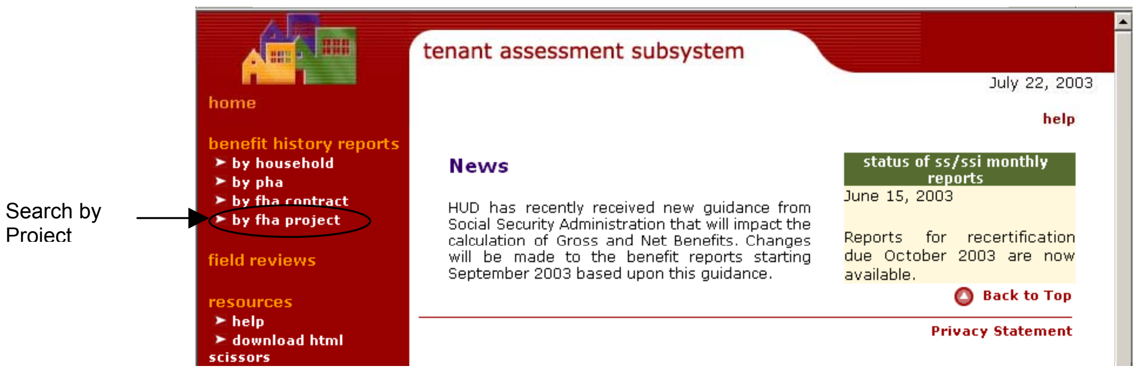


Figure 32. TASS Home Page

Note

If you get a message indicating that no projects are assigned to you, contact the Secure Systems Coordinator of your organization who is able to provide you with the necessary rights.

2. The **Monthly Reports by Project** screen is displayed as shown below.

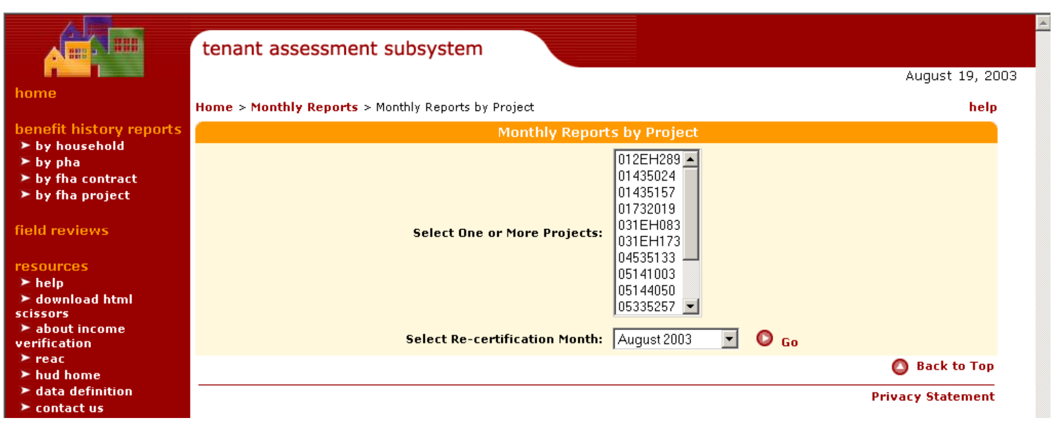


Figure 33. Monthly Reports by Project Search Screen

The **Select One or More Projects** drop-down list is populated with the project(s) that you are authorized to access.

The **Select Re-certification Month** drop-down list allows you to choose reports for households due for re-certification in the current month or in one of the four ensuing months.

Note

If you do not see the project number for a particular property you own or manage, you should contact the Secure Systems Coordinator of your organization.

3. To specify the group of households for which you want to access benefit records:
   - Select one or more **Project Numbers** from the list of authorized projects
   - Select the desired **Re-certification Month**
   - Click the **Go** link

Note

You may choose multiple, consecutive project numbers in the list by holding down the **Shift** key on your computer keyboard and selecting the required project numbers by dragging the mouse through the list or using your **Up** or **Down arrows.** You may select multiple, nonconsecutive project numbers by holding down the **Ctrl** key as you make the selections.

4. The search results are displayed in the lower half of the screen—the **Monthly Reports Summary** as shown below.

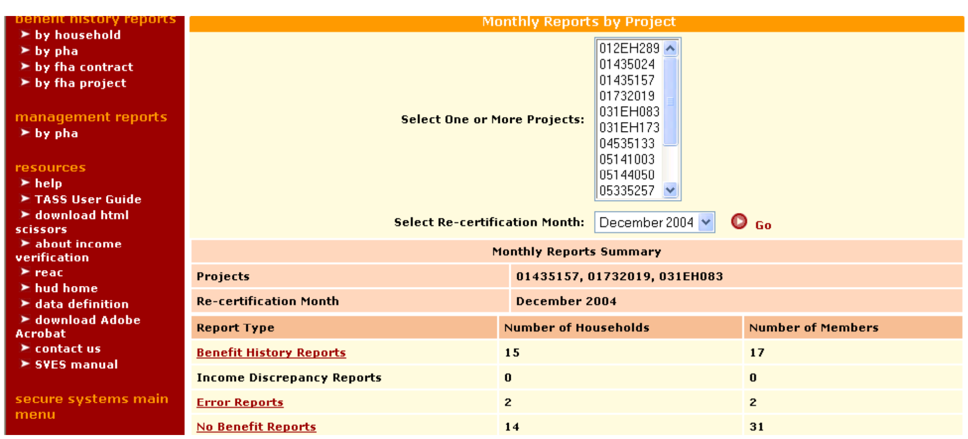


Figure 34. Monthly Reports by Project Summary Screen

The summary shows the number of households and family members for whom Benefit History, Income Discrepancy, Error and No SS/SSI Benefit Reports are available for the specified project number(s) and re-certification month.

If there are no households included in the search results for a report type, the report name is displayed with "0" in the Number of Households and Number of Family Members columns.

If at least one household is included in the search results for a report type, the report name becomes an active link that allows you to view the summary information for all the included households.

D-1 Benefit History Reports

1. To view the summary benefit information, click the **Benefit History Reports** link under the **Report Type** column.

The **Benefit Summary by Project** screen is displayed as shown below.

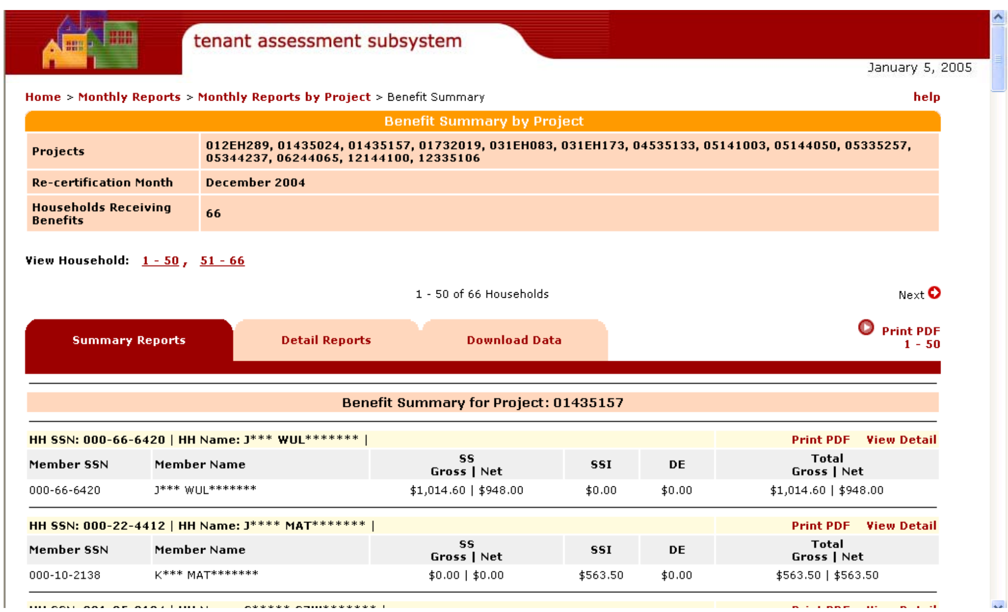


Figure 35. Benefit Summary by Project Screen

The search results are displayed as summaries of the Benefit History Reports for the family member(s) in each household. The screen shows the following benefit amount information for each family member:

- Gross and Net Monthly Social Security (SS)
- Supplemental Security Income (SSI)—including Federal and State

- Dual Entitlement (DE)
- Combined (SS, SSI, and DE) Gross and Net

The summaries are sorted by Project Number and Head of Household SSN.

A maximum of 50 summaries are displayed on the screen. Where there are more than 50 reports in the search results, the screen has **Next** and **Previous** navigation buttons to allow you to access the next or previous set of reports. Also, you may access a specific group of 50 reports by using the **View Household** links shown at the top and bottom of the page.

2. The Benefit Summary by Project screen provides three options for accessing the detailed Benefit History Reports. These options are described in Section E.

D-2 Income Discrepancy Reports

1. To view the summary income discrepancy information, click the **Income Discrepancy Reports** link.

   The **Discrepancy Summary by Project** screen is displayed as shown below.

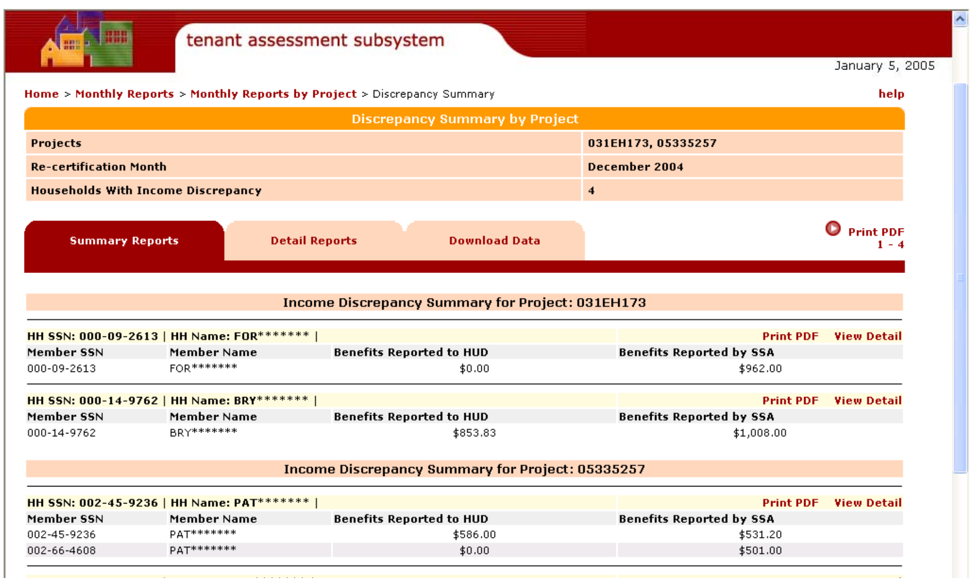


Figure 36. Income Discrepancy Summary by Project screen

The search results are displayed as summaries of the Income Discrepancy Reports for each family member. The screen shows the following information for each family member:

- Total Benefits Reported to HUD by the Tenant

- Total Benefits Reported to HUD by the SSA

The results are sorted by Project Number and Head of Household SSN.

A maximum of 50 summaries are displayed on the screen. Where there are more than 50 reports in the search results, the screen has **Next** and **Previous** navigation buttons to allow you to access the next or previous set of reports. Also, you may access a specific group of 50 reports by using the **View Household** links shown at the top and bottom of the page.

2. The Discrepancy Summary by Project screen provides three options for accessing the detailed Income Discrepancy Reports. These options are described in Section E.

D-3 Error Reports

1. To view the list of tenants for whom TASS was unable to provide benefit information and the reason for the missing information, click the **Error Reports** link.

The **Error Report** screen is displayed as shown below.

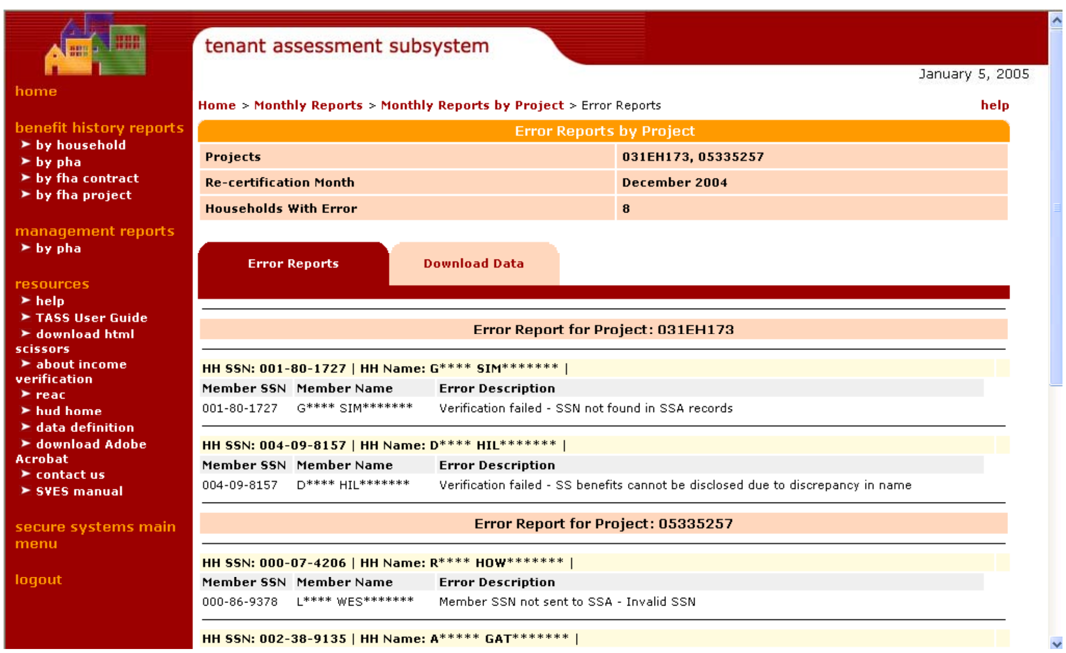


Figure 37. Error Reports by Project screen

The results are sorted by Project Number and Head of Household SSN.

2. The SSA is not able to validate a tenant's identity if the SSN/date of birth/surname combination does not match SSA records.
   Also, TASS does not submit records to SSA where the SSN is shown to be invalid

based on preliminary validation checks done by TASS or the household member is a live-in aide or a foster child.

3. Appendix XI provides a complete listing of the error messages that may be generated and displayed by the system.

D-4 No SS/SSI Benefit Reports

1. To view the list of tenants whose identities were validated by the SSA but do not and have never received SS/SSI benefits, click the **No SS/SSI Benefit Reports** link. The **No SS/SSI Benefits Reports** screen is displayed as shown below.

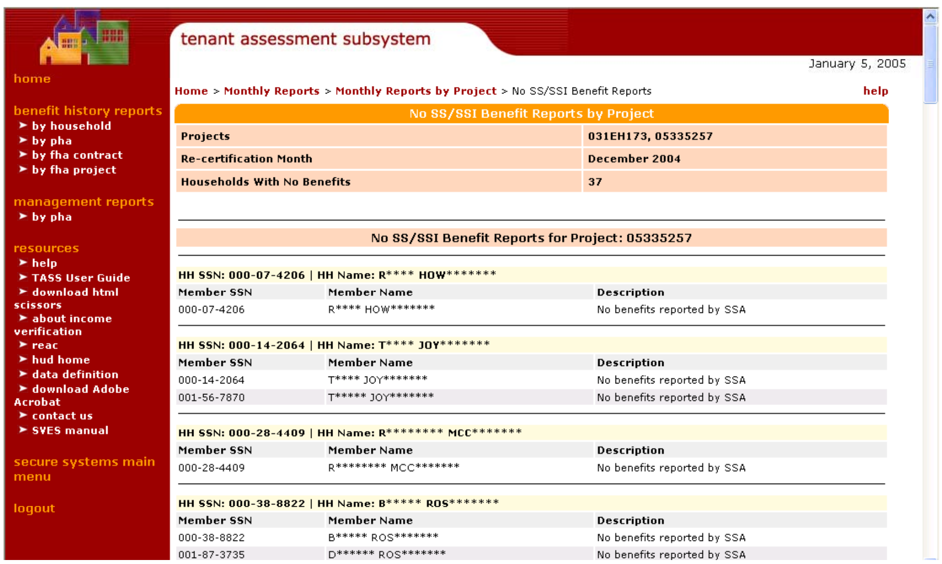


Figure 38. No SS/SSI Benefits Reports by Project

The results are sorted by Project Number and Head of Household SSN.

E. Accessing the Detailed Reports

The Benefit Summary and Discrepancy Summary screens provide three options for accessing the detailed Benefit History and Income Discrepancy Reports:

1. To view the detailed report for <u>a specific household</u>, click the **View Detail** link corresponding to the household on the summary page (Benefit Summary by PHA, Contract, or Project; Discrepancy Summary by PHA, Contract, or Project).

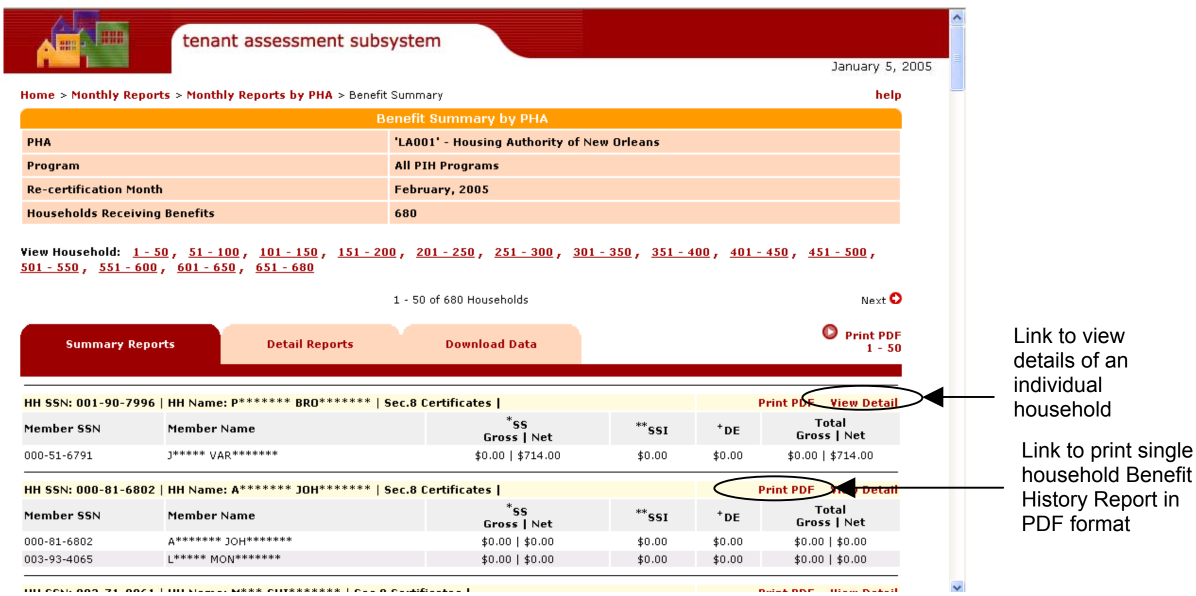


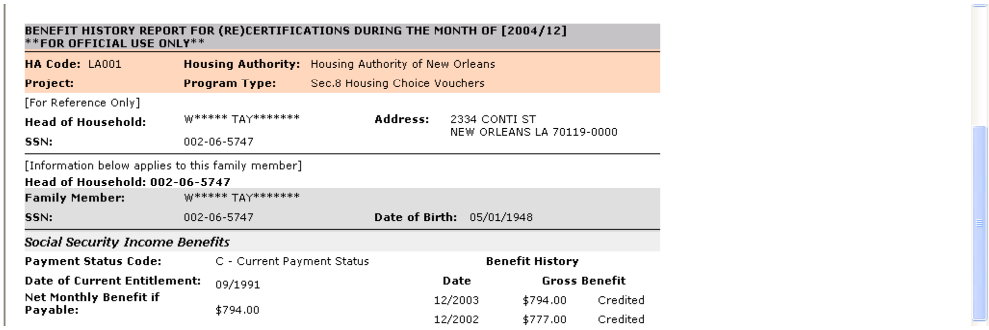
Figure 39. Benefit Summary by PHA screen

a. For Benefit History Reports, this displays the detailed Benefit History Report(s) for all members of the household, where available. The reports describe the Social Security, Supplemental Security Income, Medicare, Dual Entitlement, and Black Lung benefits being received by the tenant. It also provides a history of past benefit amounts.

The Benefit History Report page is shown below. The reports are sorted by Member Number with the Head of Household's report being the first on the page. Scroll down the page to view the individual reports for each family member. You may print the household's reports or save the report file to a local computer hard drive or diskette for later viewing and printing.

The reports may be viewed and printed in PDF format, by clicking the **Print PDF** link to the left of the View Detail link.

A sample Benefit History Report is shown in Appendices V (for PHAs) and VI (for O/As). Appendix VII contains a description of the data shown on the report.



BENEFIT HISTORY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2004/12]
FOR OFFICIAL USE ONLY

HA Code: LA001	**Housing Authority:**	Housing Authority of New Orleans	
Project:	**Program Type:**	Sec.8 Housing Choice Vouchers	

[For Reference Only]

Head of Household:	W***** TAY*******	**Address:**	2334 CONTI ST NEW ORLEANS LA 70119-0000
SSN:	002-06-5747		

[Information below applies to this family member]
Head of Household: 002-06-5747

Family Member:	W***** TAY*******		
SSN:	002-06-5747	**Date of Birth:**	05/01/1948

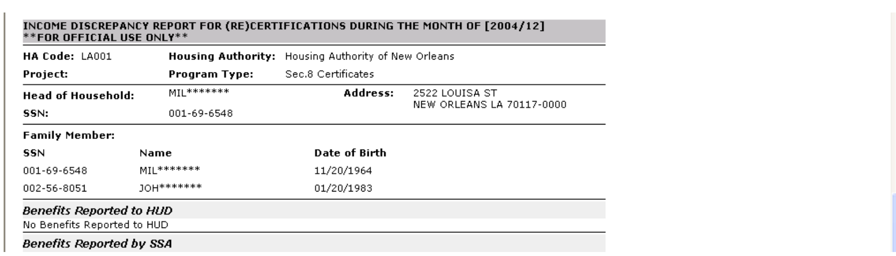
Social Security Income Benefits

Payment Status Code:	C - Current Payment Status	**Benefit History**		
Date of Current Entitlement:	09/1991	**Date**	**Gross Benefit**	
Net Monthly Benefit if Payable:	$794.00	12/2003	$794.00	Credited
		12/2002	$777.00	Credited

Figure 40. Benefit History Report Screen

b. For Income Discrepancy Reports, this displays the detailed report for the household as shown below. The report details the tenant-reported benefit amount, the SSA-reported benefit amount, and the difference in the amounts for each family member and for the combined household. You may print the household's report or save the report file to a local computer hard drive or diskette for later viewing and printing.

A sample Income Discrepancy Report is shown in Appendices VIII (for PHAs) and IX (for O/As). Appendix X contains a description of the data shown on the report.



INCOME DISCREPANCY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2004/12]
FOR OFFICIAL USE ONLY

HA Code: LA001	**Housing Authority:**	Housing Authority of New Orleans	
Project:	**Program Type:**	Sec.8 Certificates	
Head of Household:	MIL*******	**Address:**	2522 LOUISA ST NEW ORLEANS LA 70117-0000
SSN:	001-69-6548		

Family Member:

SSN	**Name**	**Date of Birth**
001-69-6548	MIL*******	11/20/1964
002-56-8051	JOH*******	01/20/1983

Benefits Reported to HUD
No Benefits Reported to HUD
Benefits Reported by SSA

Figure 41. Income Discrepancy Report Screen

Note

You should be aware that once a report is saved to your local diskette or hard drive, it is no longer in HUD's secure environment. **You must take precautions to prevent access to the reports by unauthorized individuals**.

2. To view the detailed reports for <u>all households</u> in the result set, select the **Detail Reports** tab. The reports are presented in groups of 50 with navigation buttons for viewing the next and previous set of reports. The user may select a specific set of 50 reports by clicking one of the View Household links at the top or bottom of the page.

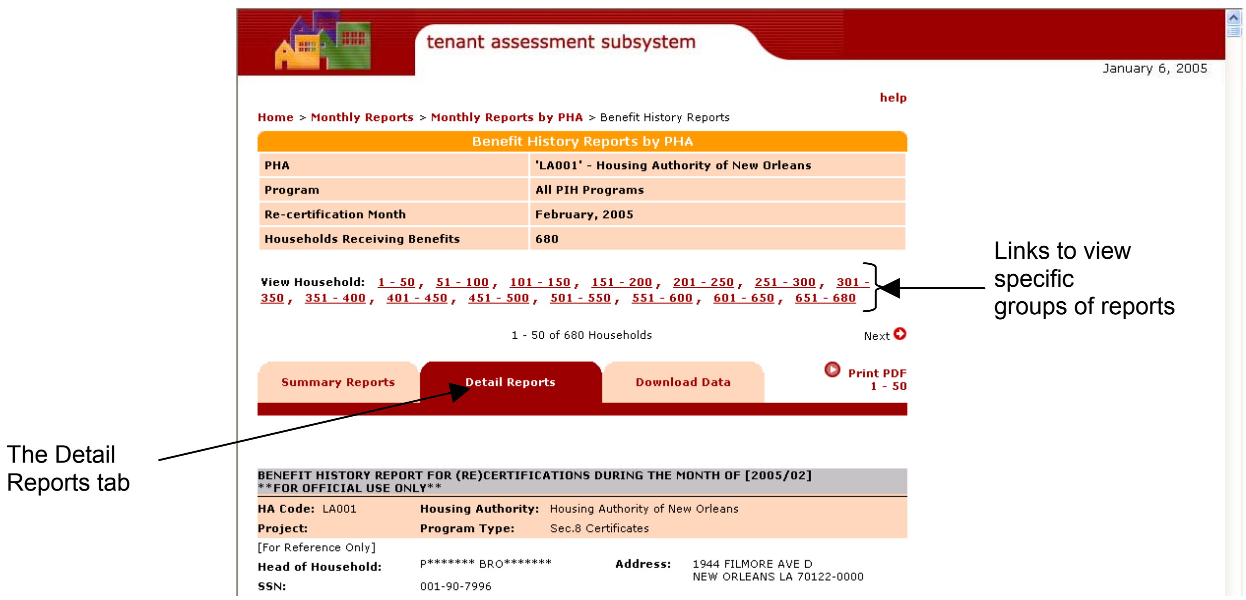


Figure 42. Summary Screen Showing Options for Viewing Report Details

The user may print or save the reports. The **Print PDF 1-50** link allows the user to open and print in PDF format the set of reports—a maximum of 50 reports at a time.

3. To download the SS/SSI benefits, income discrepancy or error data, select the **Download Data** tab.

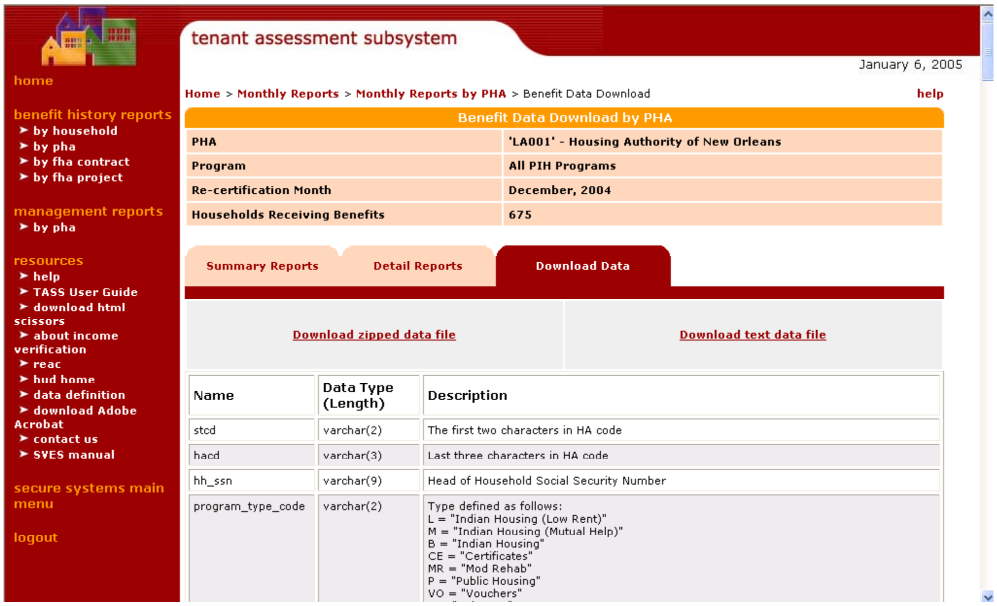


Figure 43. Benefit Data Download tab

You may download the data as a zipped file or an ASCII text file by clicking the appropriate link on the page. These download options are particularly useful for PHAs with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access. The zipped data file (compressed format) greatly reduces the size of large files and reduces the download time. The time it takes to download the files will depend on the speed of your Internet connection. See Appendix XIII for directions for downloading the data files.

The **Data Download** page displays the name, type, size and a brief description of each field in the Benefit History, Income Discrepancy and Error reports. The fields are listed in the order they are written to the downloadable files. This information is also available through the **Data Definition** link under the **Resources** caption of the TASS web page.

Note

The data files that may be downloaded from the TASS online system are in tab-delimited format. That is, a tab character separates each field. Each record is presented on a new line.

Appendix V. Sample Benefit History Report for PHAs

Print PDF

BENEFIT HISTORY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2004/12]
****FOR OFFICIAL USE ONLY****

HA Code: LA001 **Housing Authority:** Housing Authority of New Orleans
Project: **Program Type:** Sec.8 Housing Choice Vouchers

[For Reference Only]
Head of Household: H**** COL******* **Address:** 2233 ST PHILIP ST, NEW ORLEANS LA 70119-0000
SSN: 000-46-6801

[Information below applies to this family member]
Head of Household: 000-46-6801
Family Member: H**** COL*******
SSN: 000-46-6801 **Date of Birth:** 01/01/1931

Social Security Income Benefits

Payment Status Code: C - Current Payment Status
Date of Current Entitlement: 12/1995
Net Monthly Benefit if Payable: $337.00

Benefit History

Date	Gross Benefit	
12/2003	$337.00	Credited
12/2002	$331.00	Credited
12/2001	$326.00	Credited
07/2001	$318.00	Credited
12/2000	$318.00	Credited
12/1999	$307.00	Credited
12/1998	$300.00	Credited
12/1997	$296.00	Credited

Supplemental Security Income Benefits

Payment Status Code: C01 - Eligible for Payments
Alien Indicator: N
SSI Monthly Assistance Amount (Current): $247.00
State Supplement Amount (Current): $0.00
Payee Name and Address:
HEL*******
223*******
NEW ORLEANS LA

Benefit History

Date	Federal Amount	State Amount	Type of Payment
01/01/2004	$247.00	$0.00	Recurring Payment
01/01/2003	$241.00	$0.00	Recurring Payment
01/01/2002	$239.00	$0.00	Recurring Payment
08/01/2001	$233.00	$0.00	Recurring Payment
07/02/2001	$19.00	$0.00	Underpayment
04/01/2001	$232.00	$0.00	Recurring Payment
03/09/2001	$232.00	$0.00	Underpayment
03/02/2001	$232.00	$0.00	Underpayment

Medicare Data

Payee Name and Address:
HEL*******
223*******
NEW ORLEANS LA

	Premium	Indicator	Code	Start	Stop
Hospital Insurance:	$0.00	N			
Supp. Med. Insurance:	$66.60	Y	190	07/1985	

Dual Entitlement Data
DE data not applicable

Black Lung Entitlement: $0.00 - Not Applicable

Disability: Yes

Report Date: 01/12/2005

Appendix VI. Sample Benefit History Report for O/As

BENEFIT HISTORY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2005/03]
FOR OFFICIAL USE ONLY

TRACS ID:	TRACM22802TRACM10461	**Contract Number:**	WA160018001
Project Name:	BRANDT NORWEST	**Project Number:**	
REG/FO Code:	10/01	**Subsidy Type:**	H1
Owner/Agent:	BREMERTON HOUSI	**Unit#:**	00 1516D
Head of Household:	H**** ELR*******	**Address:**	00 1516D
SSN:	000-19-6172	[For Reference Only]	

[Information below applies to this family member]
Head of Household: 000-19-6172

Family Member:	H**** ELR*******		
SSN:	000-19-6172	**Date of Birth:**	07/11/1929

Social Security Income Benefits

Payment Status Code: C - Current Payment Status
Date of Current Entitlement: 07/1994
Net Monthly Benefit if Payable: $470.00

Benefit History

Date	Gross Benefit	
12/2004	$470.00	Credited
12/2003	$458.00	Credited
12/2002	$448.00	Credited
12/2001	$442.00	Credited
07/2001	$431.00	Credited
12/2000	$431.00	Credited
12/1999	$416.00	Credited
12/1998	$406.00	Credited

Supplemental Security Income Benefits

Payment Status Code: C01 - Eligible for Payments
Alien Indicator:
SSI Monthly Assistance Amount (Current): $126.00
State Supplement Amount (Current): $0.00
Payee Name and Address:
HEL*******
APT*******
1516 DATE ST
VANCOUVER WA

Benefit History

Date	Federal Amount	State Amount	Type of Payment
01/01/2005	$129.00	$0.00	Recurring Payment
01/01/2004	$126.00	$0.00	Recurring Payment
01/01/2003	$124.00	$0.00	Recurring Payment
07/01/2002	$123.00	$0.00	Recurring Payment
01/01/2002	$123.00	$5.45	Recurring Payment
12/01/2001	$120.00	$14.95	Recurring Payment
08/01/2001	$120.00	$5.45	Recurring Payment
07/02/2001	$19.00	$0.00	Underpayment

Medicare Data

Payee Name and Address:
HEL*******
APT*******
1516 DATE STREET
VANCOUVER WA

	Premium	Indicator	Code	Start	Stop
Hospital Insurance:	$0.00	N			
Supp. Med. Insurance:	$66.60	Y	500	07/1994	

Dual Entitlement Data

DE data not applicable

Black Lung Entitlement: $0.00 - Not Applicable

Disability: Yes

Appendix VII. Description of the Codes Used on the Benefit History Report

The Benefit History Report provides information on the POA that is administering the tenant's rental assistance program and the SS/SSI benefits that the tenant is currently receiving and has received over the past three to four years.

PHA-specific information: Table 4 describes the information displayed on the Benefit History report to identify the PHA, HUD Program type, and housing project. **PIC** is the source of this information.

Table 4. PHA-specific Information on the Benefit History Report

Field Name	Description
HA Code	Housing Agency's Alphanumeric State Code and Number
Housing Authority	Name of the Housing Agency
Program Type	Indicates the HUD Program Type ▪ Public Housing ▪ Section 8 Programs o Certificates o Vouchers o Moderate Rehabilitation
Project (Number)	Identifies a specific HA project

O/A-specific information: Table 5 describes the information displayed on the Benefit History report to identify the O/A, HUD Subsidy type, and housing project. **TRACS** is the source of this information.

Table 5. O/A-specific Information on the Benefit History Report

Field Name	Description
TRACS ID	The TRACS mail box number
Subsidy Type	The following codes are used to identify the HUD subsidy type: H1 = Section 8 H2 = Rent Supplement H3 = RAP H4 = Section 236 H5 = BMIR

Field Name	Description
	H7 = Section 202 Project Rental Assistance Contract (PRAC) H8 = Section 811 PRAC H9 = Section 202/162 Project Assistance Contract (PAC)
Contract Number	An 11-digit subsidy contract number
Project Name	The name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the TRACS Contracts System.
Project Number	An 8-digit FHA, elderly housing or State agency non-insured project number
Reg/FO Code	This refers to the HUD Area/State Office code
Owner/Agent	The name of the property owner or management agent
Unit Number	The unit number of the tenant's residence

Tenant-specific information: Table 6 describes the information displayed on the Benefit History report to identify the tenant and the SS/SSI benefits the tenant is receiving and has received in the past.

Table 6. Tenant Information shown on Benefit History Report

Field Name	Description
PIC and TRACS are the sources of the following information.	
Tenant Identifier	▪ Head of Household Identifiers o Name o SSN o Address ▪ Family Member Identifiers o Name o SSN o Date of Birth
SSA's SVES is the source of the following information.	
Social Security Benefits	

Field Name	Description
No Social Security Data Received from SSA	No Social Security record exists.
Payment Status Code	Indicates the current payment status of the beneficiary. TASS will only include code "C" which is the current payment status (except Railroad Payment). Other codes will appear on the report when no payment information is shown. You may ignore the other codes as they indicate the tenant is not receiving benefits.
Date of Current Entitlement	The date the tenant was approved to receive SS benefits.
Net Monthly Benefit if Payable	The amount payable after all deductions (including Medicare and garnishments) or an overpayment adjustment, if applicable.
Benefit History	The payment history data for several years prior to the date the report was generated. This includes up to the last eight changes to the benefit amount. The history shows: ▪ Date the tenant started to receive the benefit amount ▪ Amount of benefit. This is the Gross Amount before any deductions including the Medicare premium. (The tenant's income is based on the gross benefit amount.) ▪ Type of payment. Types include: o Non-Credited: No benefit amount was paid o Credited: Benefit amount was paid or used to recover an overpayment o Recurring: This is a first of the month check. The actual payment could be dated the last of the prior month when the first is a Saturday, Sunday or holiday. o Overpayment: The amount determined to have been paid that exceeded the amount due o Recovery returned: The amount of the overpayment that was returned to SSA o Special current month only: The amount of a one-time payment o DO Controlled: SSA District Office manually controlled the issuance of the check IAR Reimbursement: Interim assistance reimbursement payment made to welfare agency

Field Name	Description
Supplemental Security Income Benefits	
No Supplemental Security Income data received from SSA	No Supplemental Security Income record exists.
Payment Status Code	Identifies the three-position status code. It is followed by an explanation. TASS typically will show a "C01" code which indicates a current pay status. Other codes will appear on the report when no payment information is shown. You may ignore the other codes as they indicate the tenant is in a non-payment status.
Alien Indicator	Indicates the citizenship/residency status of the tenant. Codes that may appear on the Benefit History Report include the following: A. Proven U.S. Born, U.S. Citizen B. Alleged U.S. Born, U.S. Citizen C. U.S. Citizen Born outside the U.S. (includes naturalized citizens) D. Alleged U.S. citizen, pre-January 1, 1972 E. No citizenship or alien status development undertaken; case denied for reason(s) other than citizenship/alien status F. Refugee Status - Sections 207 or 203(A) (7) of the INA G. Parole Status - Section 212 (d) of the INA H. Silva vs. Levi Alien I. Indochinese refugee (Obsolete Code) J. Deferred action status alien K. Alien lawfully admitted to the U.S. for permanent residence L. Asylum status, Section 208 of the INA M. Resident of the Northern Mariana Islands N. Identity and citizenship verified by Numident Interface (Code was previously A or B) P. Pre-January 1, 1972 alien (presumed lawfully admitted for permanent residence) Q. Alleged U.S. born, U.S. citizen - Allegation corroborated by a U.S. place of birth shown on the online Numident R. Legal temporary resident - status granted as a result of the Immigration Reform and Control Act of 1986 S. Legal permanent resident - status granted as a result of the

Field Name	Description
	Immigration Reform and Control Act of 1986 T. Alien granted voluntary departure U. Unknown V. Systems override applied following interface edit (Obsolete Code) W. Alien granted stay of deportation X. Cuban/Haitian entrant Y. Legalized agricultural worker pursuant to the Immigration Reform and Control Act of 1986 Z. Alien on whose behalf an immediate relative petition has been approved * Unreadable transmission
SSI Monthly Assistance Amount (Current)	Amount of Federal SSI benefit currently being received by the tenant
State Supplement Amount (Current)	Amount of state SSI benefit currently received by the tenant
Payment History of Net Benefits Paid	The payment history data for several years prior to the date the report was generated. This includes up to the last eight changes to the benefit amount. The history shows: ▪ Date the tenant started to receive the benefit amount ▪ Amount of Federal and/or state benefits ▪ Type of payment. Types include: o Recurring: This is a first of the month check. The actual payment could be dated the last of the prior month when the first is a Saturday, Sunday or holiday. o Underpayment: The amount determined to have been paid that was less than the amount due o Lump Sum o No Payment: No payment was made
PASS Amount	Amount of Earned Income Exclusion benefit provided under the Plan to Attain Self Sufficiency (PASS)
Payee Name and Address	The name and address of the person to whom the SSI payments are made
Medicare Data	Provides details of the tenant's Medicare coverage
Hospital Insurance	Medicare Part A. This is the premium amount for hospital insurance being paid.

Field Name	Description
Supplemental Medical Insurance	Medicare Part B. The premium being paid or deducted from the benefit check. If the tenant elects to have supplemental medical insurance premium deducted for the Medicare Part B, that amount must be added back when determining the tenant's social security income.
Premium	The amounts being paid for Hospital and Supplemental Medical Insurance.
Buy-in	This indicates whether another person or organization is paying or has paid for the tenant's Medicare premiums.
Buy-in Code	Identifies the category of the payer of the tenant's Medicare premiums. The following codes are used: Hospital Insurance: S01 – S99: State billing; T01 – T99: Private third-party billing Supplemental Medical Ins: A01 – R99: Private third-party billing; 010 – 650: State billing; 700: Civil service A list of the State Agency codes is available in Appendix XVII.
Buy-in Start and Stop Dates	The date (month and year) when a third party started and stopped paying the tenant's Medicare premiums.
Payee Name and Address	The name and address of the person to whom the SSI payments are made.
Dual Entitlement Data	Indicates if the tenant is entitled to receive benefits on behalf of another person, for example a deceased spouse. A tenant can have multiple entitlements, as in a child receiving benefits under the SSNs of both parents.
Claim Number	The SSN of the individual on whose behalf the tenant is entitled to receive benefits.
Payment Status Code	Indicates the current payment status of the beneficiary.
Date of Current Entitlement	The date the tenant was approved to receive Dual Entitlement benefits.
Net Monthly Benefit if Payable	The field indicates the amount of the benefit and whether it should be credited to the tenant.
Benefit History	The payment history data for several years prior to the date the report was generated. This includes up to the last eight changes to the benefit amount. The history shows: ▪ Date the tenant started to receive the benefit amount

Field Name	Description
	▪ Amount of benefit. This is the Gross Amount. ▪ Type of payment.
Black Lung Entitlement	The black lung benefits being received by the tenant. The report only shows the black lung benefits paid by SSA. The tenant could provide a benefit verification for any black lung benefits paid by the Department of Labor.
Disability	Indicates that the tenant has been determined to be disabled

Appendix VIII. Sample Income Discrepancy Report for PHAs

Print PDF

INCOME DISCREPANCY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2004/12]
****FOR OFFICIAL USE ONLY****

HA Code: LA001		**Housing Authority:**	Housing Authority of New Orleans
Project:		**Program Type:**	Sec.8 Housing Choice Vouchers

Head of Household:	EVA*******	**Address:**	3320 N ROCHEBLAVE ST NEW ORLEANS LA 70117-0000
SSN:	002-32-3602		

Family Member:

SSN	Name	Date of Birth
002-32-3602	EVA*******	01/13/1958
000-08-4587	BRO*******	10/17/1987

Benefits Reported to HUD

SSN	Person Type	Income Source	Amount
002-32-3602	H	SS	$620.00
000-08-4587	Y	SS	$226.00
		Sub Total:	**$846.00**

Benefits Reported by SSA

	SS		DE		SSI		Black Lung
SSN	**Date**	**Amount**	**Date**	**Amount**	**Date**	**Amount**	**Amount**
002-32-3602	12/2003	$693.00		$0.00		$0.00	$0.00
000-08-4587	12/2003	$231.00		$0.00		$0.00	$0.00
Sub Total:		**$924.00**		**$0.00**		**$0.00**	**$0.00**

Family Benefits Summary

SSN	Monthly Benefits Reported to HUD	Monthly Benefits Reported by SSA	Monthly Benefits Underreported
002-32-3602	$620.00	$693.00	($73.00)
000-08-4587	$226.00	$231.00	($5.00)
Sub Total:	**$846.00**	**$924.00**	**($78.00)**

Report Date: 01/12/2005

Appendix IX. Sample Income Discrepancy Report for O/As

Print PDF

INCOME DISCREPANCY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [March 2005]
****FOR OFFICIAL USE ONLY****

TRACS ID:	TRACM22802TRACM10461	**Contract Number:**	WA160018001
Project Name:	BRANDT NORWEST	**Project Number:**	
REG/FO Code:	10/01	**Subsidy Type:**	H1
Owner/Agent:	BREMERTON HOUSI	**Unit#:**	00 1521D

Head of Household:	ROO*******	**Address:**	
SSN:	000-01-3725		

Family Member:

SSN	Name	Date of Birth
000-01-3725	ROO*******	04/10/1936
003-25-4175	ROO*******	08/08/1939

Benefits Reported to HUD

SSN	Person Type	Income Source	Amount
000-01-3725	H	SS	$484.58
000-01-3725	H	SSI	$53.67
003-25-4175	S	SS	$213.50
		Sub Total:	**$751.75**

Benefits Reported by SSA

	SS		DE		SSI		Black Lung
SSN	**Date**	**Amount**	**Date**	**Amount**	**Date**	**Amount**	**Amount**
000-01-3725	12/2004	$497.00		$0.00	01/01/2005	$61.25	$0.00
003-25-4175	12/2004	$219.00		$0.00	01/01/2005	$61.25	$0.00
Sub Total:		**$716.00**		**$0.00**		**$122.50**	**$0.00**

Family Benefits Summary

SSN	Monthly Benefits Reported to HUD	Monthly Benefits Reported by SSA	Monthly Benefits Underreported
000-01-3725	$538.25	$558.25	($20.00)
003-25-4175	$213.50	$280.25	($66.75)
Sub Total:	**$751.75**	**$838.50**	**($86.75)**

Report Date: 01/18/2005

Appendix X. Description of the Codes Used on the Income Discrepancy Report

The Income Discrepancy Report provides a comparison between the net monthly SS/SSI benefit amounts on SSA records and the SS/SSI benefits reported by the tenant and stored in PIC or TRACS. The PIC/TRACS annual amounts have been recalculated to show on the Report as monthly amounts.

PHA-specific information: Table 7 describes the information displayed on the Income Discrepancy report to identify the PHA, HUD Program type, and housing project. **PIC** is the source of this information.

Table 7. PHA-specific Information on the Income Discrepancy Report

Field Name	Description
HA Code	Housing Agency's Alphanumeric State Code and Number
Housing Authority	Name of the Housing Agency
Program Type	▪ Public Housing ▪ Section 8 Programs o Certificates o Vouchers o Moderate Rehabilitation
Project (Number)	Identifies a specific HA project

O/A-specific information: Table 8 describes the information displayed on the Income Discrepancy report to identify the O/A, HUD Program type, and housing project. **TRACS** is the source of this information.

Table 8. O/A-specific Information on the Income Discrepancy Report

Field Name	Description
TRACS ID	The TRACS mail box number
Contract Number	An 11-digit subsidy contract number
Project Name	The name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the TRACS Contracts System.
Project Number	An 8-digit FHA, elderly housing or State agency non-insured project number
Region/Field Office Code	This refers to the HUD Area/State Office code
Subsidy Type	The HUD Program Type Code. Codes include the following: 1 Section 8 2 Rent Supplement 3 RAP 4 236 5 BMIR 6 Section 202 Project Rental Assistance Contract (PRAC) 7 Section 811 PRAC 8 Section 202/162 Project Assistance Contract (PAC)
Owner/Agent	The name of the property owner or management agent
Unit Number	The unit number of the tenant's residence

Tenant-specific information: Table 9 describes the information displayed on the Income Discrepancy report to identify the tenant, the net monthly SS/SSI benefits reported by the tenant to HUD, the net monthly tenant SS/SSI benefits reported by SSA, and the amount of the discrepancy.

Table 9. Tenant Information shown on the Income Discrepancy Report

Field Name	Description
PIC and TRACS are the sources of the following information.	
Tenant Identifier	▪ Head of Household Identifiers o SSN o Name o Address ▪ Family Member Identifiers o SSN o Name o Date of Birth
Benefits Reported to HUD	
SSN	Social Security Number of the family member with the discrepancy
Person Type	The following codes are used to indicate the category of the family member: H: Head of Household S: Spouse F: Foster child Y: Other youth under 18 E: Full-time student 18+ A: Other adult
Income Source	Indicates the source of the income reported by the tenant. Sources include: ▪ SS ▪ SSI ▪ DE
Amount	The amount of monthly benefit received from each source

Field Name	Description
SSA's SVES is the source of the following information.	
Benefits Reported by SSA	
SSN	Social Security Number of the family member with the discrepancy
SS	The net monthly Social Security benefit amount paid to the tenant
DE	The amount of the Dual Entitlement benefit that is credited to the tenant.
SSI	The net monthly Supplemental Security Income benefit amount paid to the tenant
Black Lung	The monthly black lung benefits paid to the tenant by SSA
Date	The date the tenant started to receive the benefits
Family Benefits Summary	This displays the calculated totals of the monthly tenant- and SSA-reported benefit amounts and the difference in the amounts.

Appendix XI. Explanation of Descriptions on the Error Reports

Table 10. Explanation of Descriptions Shown on the Error Reports

Error Description	Explanation
Member SSN not sent to SSA – Invalid SSN	The tenant's record was not sent to the SSA because the SSN failed the preliminary validation checks conducted by TASS.
Member SSN not sent to SSA – Live-in aide or foster child	The tenant's record was not sent to the SSA because the relationship code indicated that the individual was a live-in aide or foster child. The income of these two categories of family members may not be included in eligibility and rent calculations.
Verification failed – SSN not found in SSA records	The tenant's SSN is not a valid number issued by the SSA
Verification failed – SSN was not verified by SSA	The tenant's SSN is not a valid number issued by the SSA
Verification failed – Surname matched, but date of birth did not match with SSA records	The tenant's identity was not verified because while the Surname matched with SSA records, the Date of Birth did not match. However, based on the SSN/Last Name combination, SSA has indicated that the tenant <u>does not receive</u> SS/SSI benefits.
Verification failed – Date of birth matched, but surname did not match with SSA records	The tenant's identity was not verified because while the Date of Birth matched with SSA records, the Surname did not match. However, based on the SSN/Date of Birth combination, SSA has indicated that the tenant <u>does not receive</u> SS/SSI benefits.
Verification failed – SS benefits cannot be disclosed due to discrepancy in date of birth	The tenant's identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving SS benefits</u>. However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SS benefits cannot be disclosed due to discrepancy in name	The tenant's identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving SS benefits</u>. However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.

Error Description	Explanation
Verification failed – SSI benefits cannot be disclosed due to discrepancy in date of birth	The tenant's identity was verified by SSA based on the SSN/Last Name combination and the tenant is receiving SSI benefits. However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SSI benefits cannot be disclosed due to discrepancy in name	The tenant's identity was verified by SSA based on the SSN/Date of Birth combination and the tenant is receiving SSI benefits. However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.
Verification failed – SS and SSI benefits cannot be disclosed due to discrepancy in date of birth	The tenant's identity was verified by SSA based on the SSN/Last Name combination and the tenant is receiving both SS and SSI benefits. However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SS and SSI benefits cannot be disclosed due to discrepancy in name	The tenant's identity was verified by SSA based on the SSN/Date of Birth combination and the tenant is receiving both SS and SSI benefits. However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.

Appendix XII. Explanation of Descriptions on the No SS/SSI Benefit Reports

The No SS/SSI Benefit Reports screen provides a listing of tenants whose identities were verified by SSA based on the SSN/Last Name/ Date of Birth combination but do not and have never received SS/SSI benefits. The following information is provided:

- Member SSN
- Member Name
- A brief description.

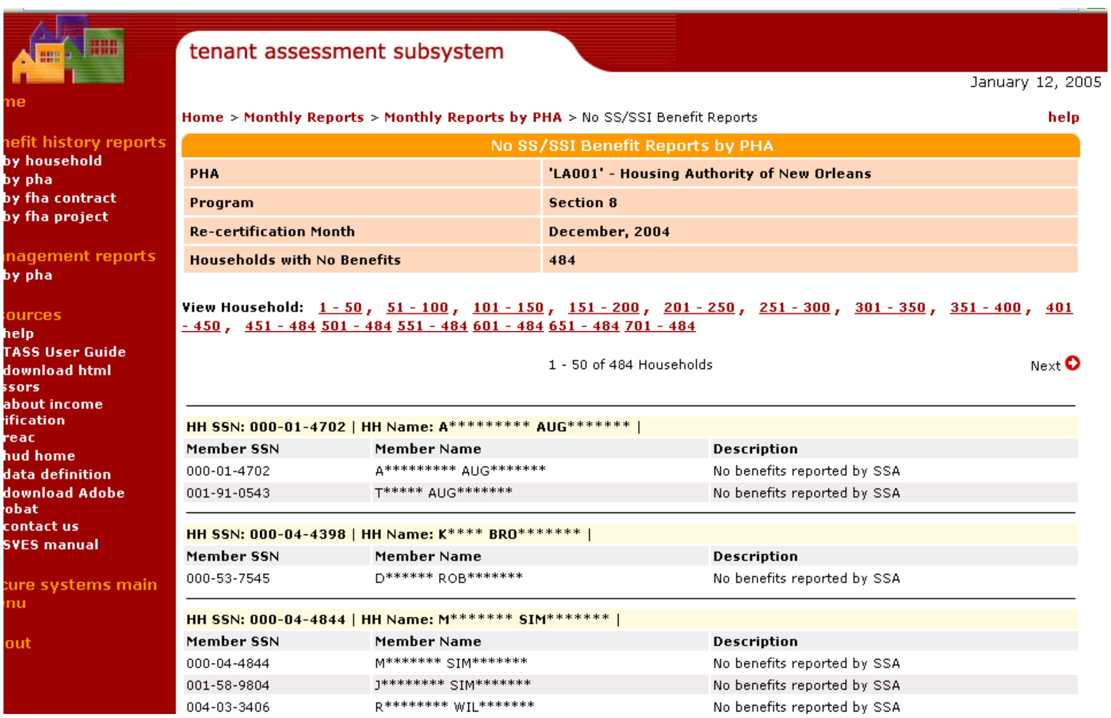


Figure 44. No SS/SSI Benefit Reports Screen

Appendix XIII. Downloading SS/SSI Data Files

TASS allows the user to search for groups of reports for tenants due for re-certification based on user-specified criteria. The available search criteria depend on the type of entity with which the user is associated. A PHA user may search for reports by selecting the desired re-certification month and the PHA from lists of available options. An O/A user may search for reports by selecting the re-certification month and one or more Project or Contract Numbers. Appendix IV describes how to access the Benefit History, Income Discrepancy and Error reports by PHA, FHA Project Number, or FHA Contract Number.

TASS further allows the user to download the data that are the basis of the SS/SSI reports. This is particularly useful for POAs with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access. The files may be downloaded as ASCII text files or in a compressed (.ZIP) format.

The following steps describe how to download the reports that match the search criteria specified by the user. The directions begin with the results of a search by PHA; however, the download process is the same for the results of the "by FHA Project" or "by FHA Contract" searches.

1. From any of the Benefit Summary, Discrepancy Summary or Error screens (by PHA, by FHA Contract, or by FHA Project) select the **Download Data** tab.

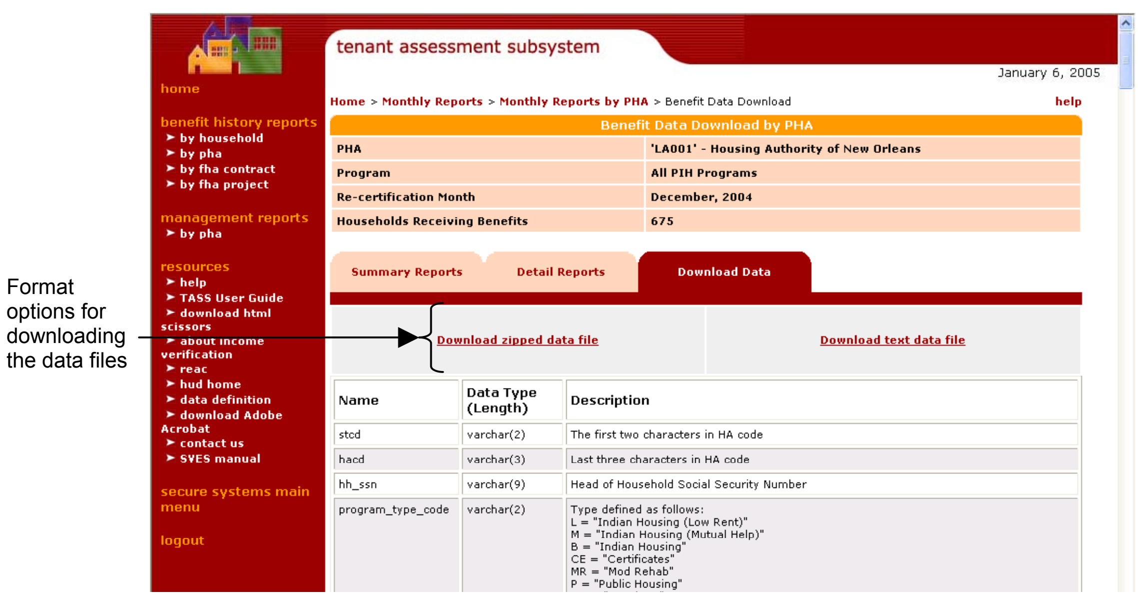


Figure 45. Summary Screen Showing Options for Downloading Data Files

2. Select the desired format of the data file (ASCII text or zipped) by clicking the appropriate link.

Note

Zip format file is compressed using a zip program. This greatly reduces the size of large files and reduces the download time. You must have WinZip installed on your computer or network to open and expand these files.

The ASCII text files tend to be large and take a significant amount of time to download.

The actual download time depends on the number of records (tenants) in the data file and the speed of your Internet connection.

3. The **File Download** dialogue box is displayed. Click the **Save** button.

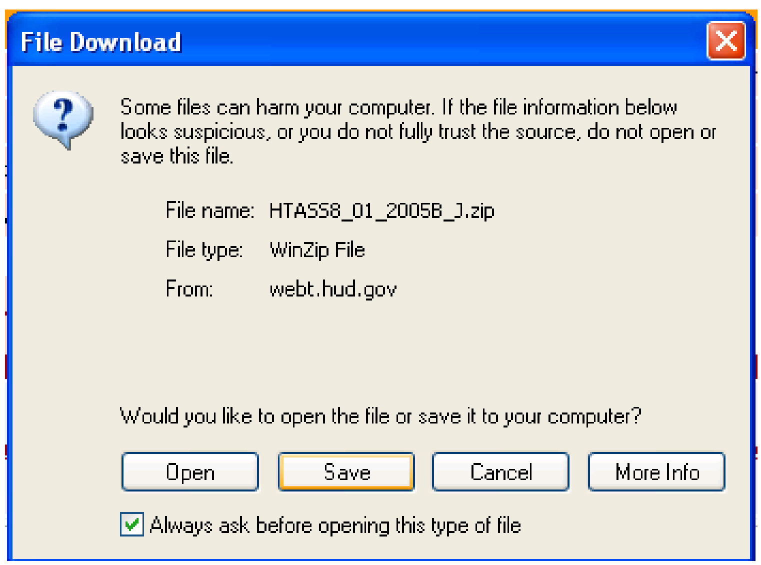


Figure 46. File Download Dialogue Window

4. The **Save As** dialogue box is displayed as shown below.

Enter the **File Name** and **Save in** location of your choice and click the **Save** button**.** Or you may use the prepopulated file name and "save in" location indicated by your browser software. The report is downloaded to your selected location.

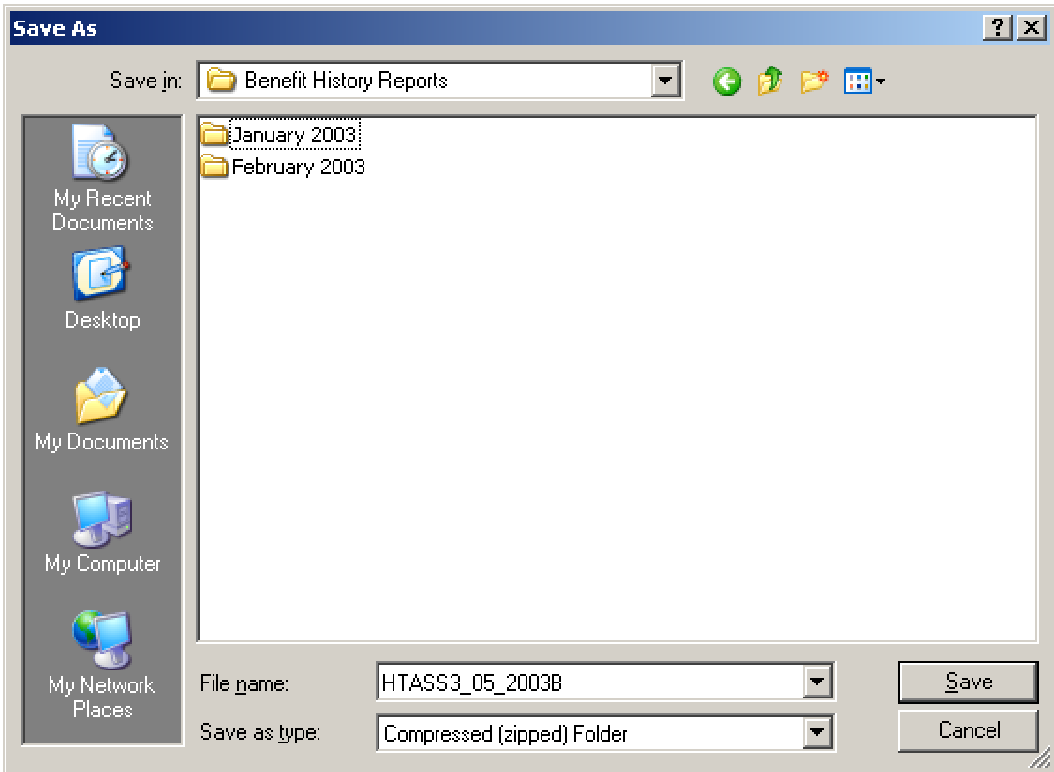


Figure 47. File Save Dialogue Window

Note

The File name and save in location fields are automatically populated with a suggested file name and save location. The suggested file name contains the report date and type, e.g., AZ001_07_2003B represents a file for an Arizona PHA with a report dated July 2003. If you want to change either the file name or the save location, simply click in the field and enter the file name and location of your choice.

Appendix XIV. Database Field Descriptions for Downloaded Data Files

The user may access a description of the data files for each report type in two ways: the **Data Definition** link under the **Resources** caption of the TASS web page or the **Data Download** tab on the Summary pages. These features allow the user to access a listing of the name, type, size and a brief description of each field shown on the Benefit History, Income Discrepancy and Error reports. The fields are listed in the order they are written to the downloadable files.

Appendix IV describes how to access the Benefit History, Income Discrepancy and Error reports by household, PHA, project, or contract. Appendix XIII describes how to download the data files. The following steps describe how to obtain the data definition for the Benefit History and Income Discrepancy report types from the Data Definition link.

1. Click the **data definition** link under the **resources** section of the left navigation bar.

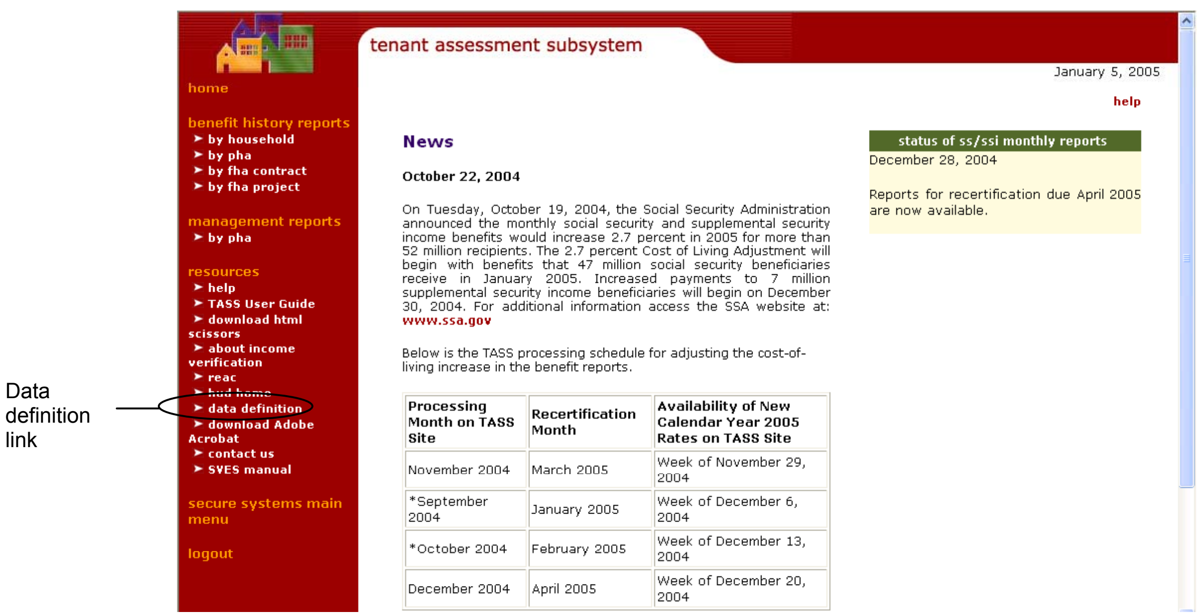


Figure 48. TASS Home Page

2. The **Data Definition**s screen is displayed as shown below.

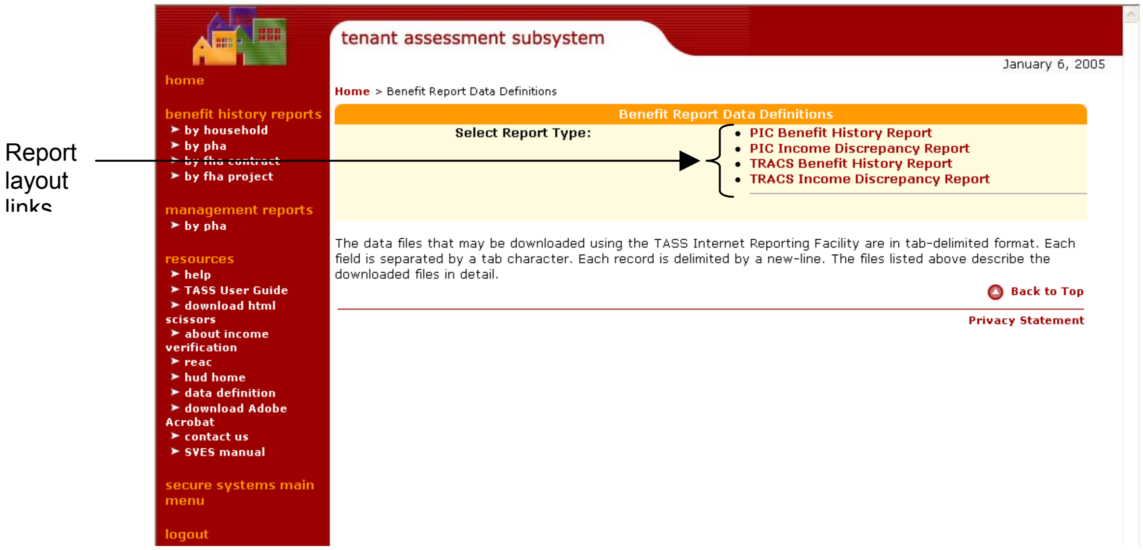
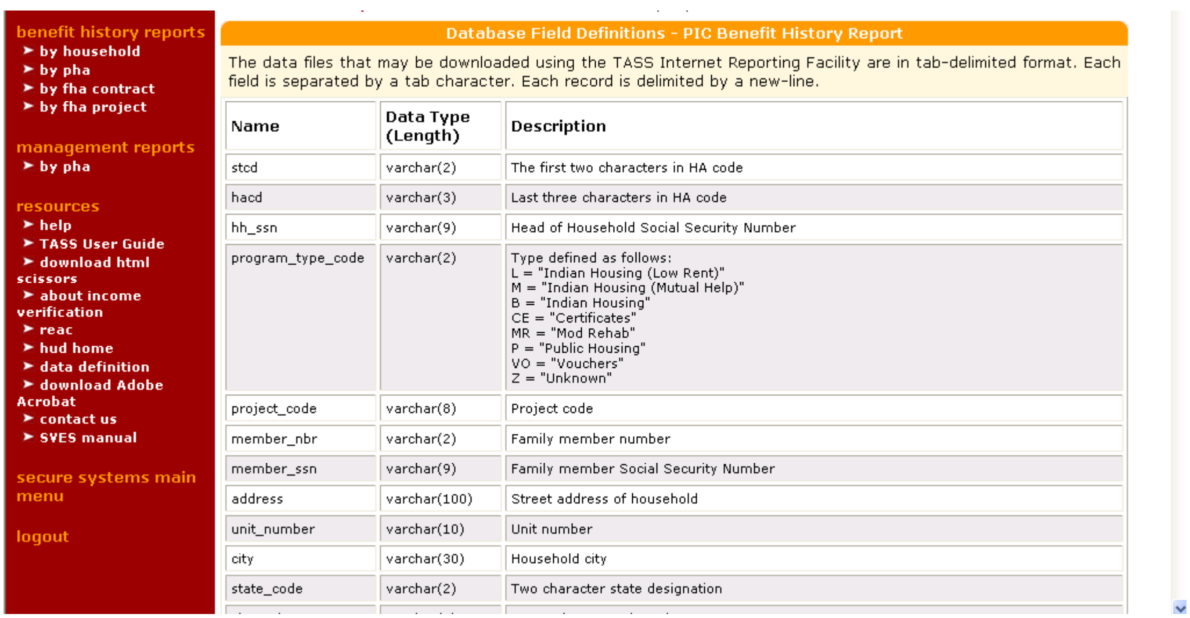


Figure 49. Data Definitions Screen Showing the Available File Descriptions

3. To view the data definition for a report type, click the link to the desired **report layout.**

   The data file layout and field description for the report you selected are displayed as shown below.



Name	Data Type (Length)	Description
stcd	varchar(2)	The first two characters in HA code
hacd	varchar(3)	Last three characters in HA code
hh_ssn	varchar(9)	Head of Household Social Security Number
program_type_code	varchar(2)	Type defined as follows: L = "Indian Housing (Low Rent)" M = "Indian Housing (Mutual Help)" B = "Indian Housing" CE = "Certificates" MR = "Mod Rehab" P = "Public Housing" VO = "Vouchers" Z = "Unknown"
project_code	varchar(8)	Project code
member_nbr	varchar(2)	Family member number
member_ssn	varchar(9)	Family member Social Security Number
address	varchar(100)	Street address of household
unit_number	varchar(10)	Unit number
city	varchar(30)	Household city
state_code	varchar(2)	Two character state designation

Figure 50. The Report Data Definition screen

Appendix XV. Downloading and Using HTML Scissors

HTML Scissors is a utility that allows POAs using version 4.x of the Netscape Web browser to print Benefit History Reports with each tenant's report printed on a separate page. The application is not compatible with other versions of Netscape and is not needed for reports viewed and printed using Internet Explorer. Further, the application only works on Windows 3.11, 95 or 98 operating systems. If you use Netscape version 4.x as your browser for accessing the SS/SSI Benefit Reports, we recommend that you download and install HTML Scissors. If a previous version of HTML Scissors is installed, it should be deleted before downloading and installing the new version.

The steps for downloading, installing, and using are as follows:

A. Download and Install HTML Scissors

1. Click the **download html scissors** link under the **resources** section of the left navigation bar.

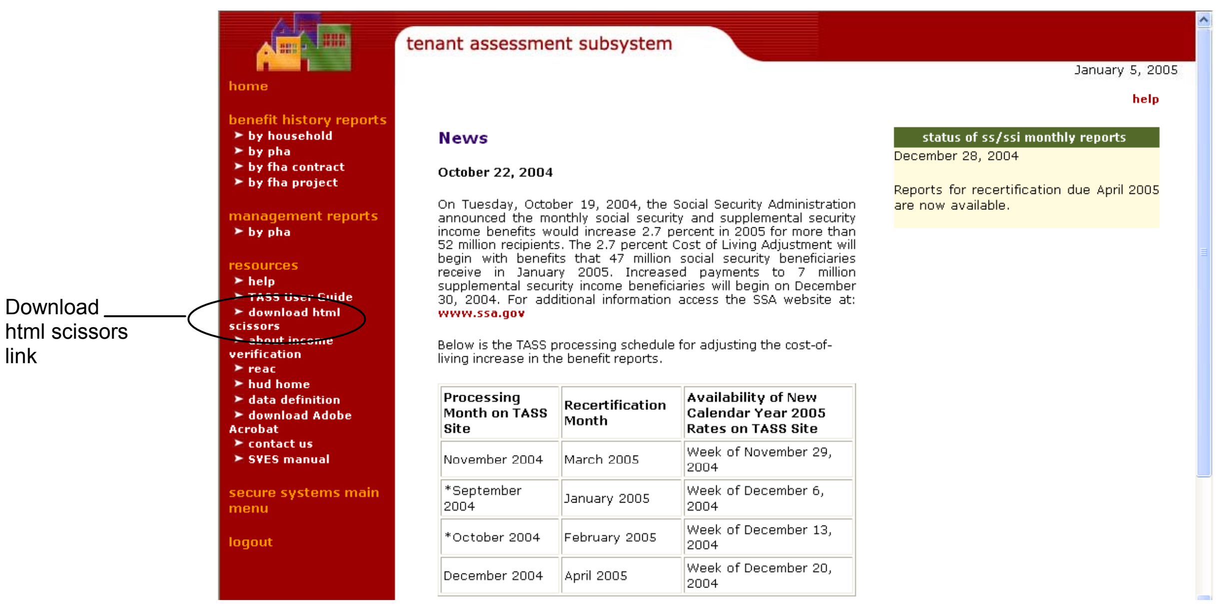


Figure 51. TASS Home Page

2. The **Download HTML Scissors** screen is displayed as shown below.

   Select the version of HTML Scissors that you wish to download and install based on your operating system. (If you do not know this, contact your IT system administrator.)

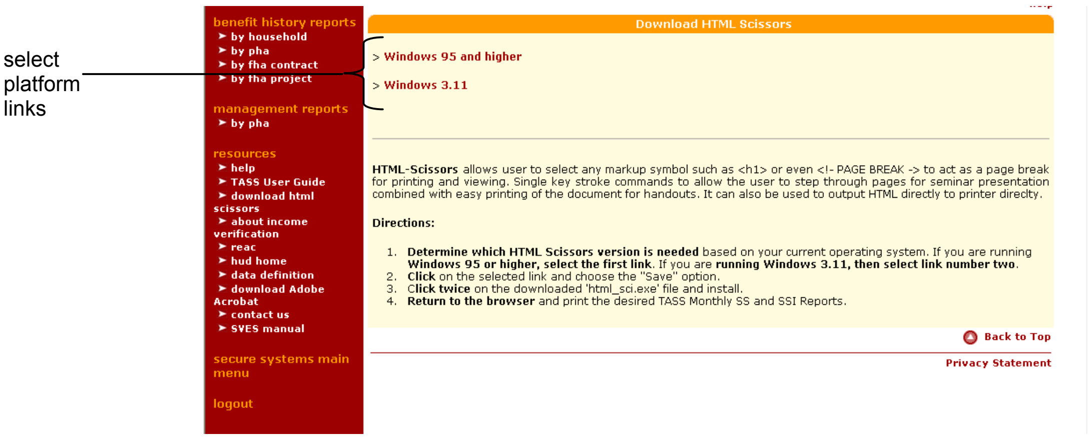


Figure 52. Download HTML Scissors screen

3. The **File Download** dialogue box is displayed. Click the **Save** button.

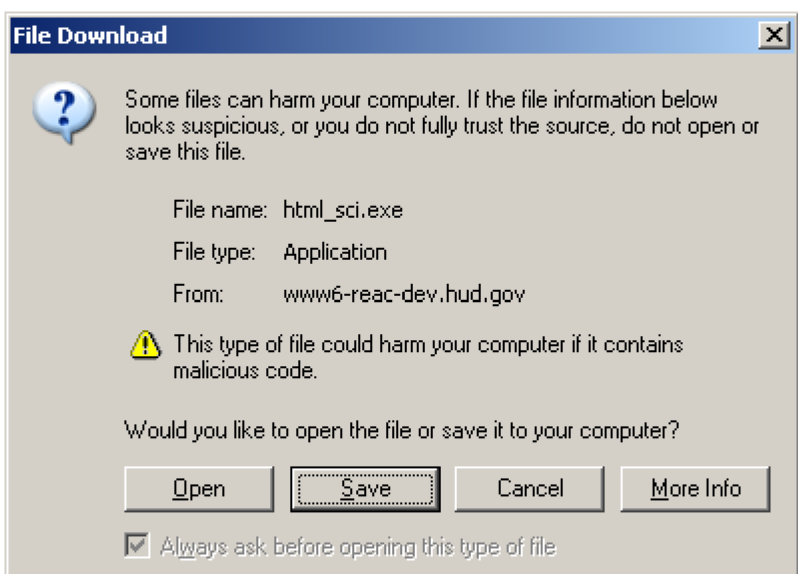


Figure 53. File Download Dialogue Window

4. The **Save As** dialogue box is displayed as shown below.

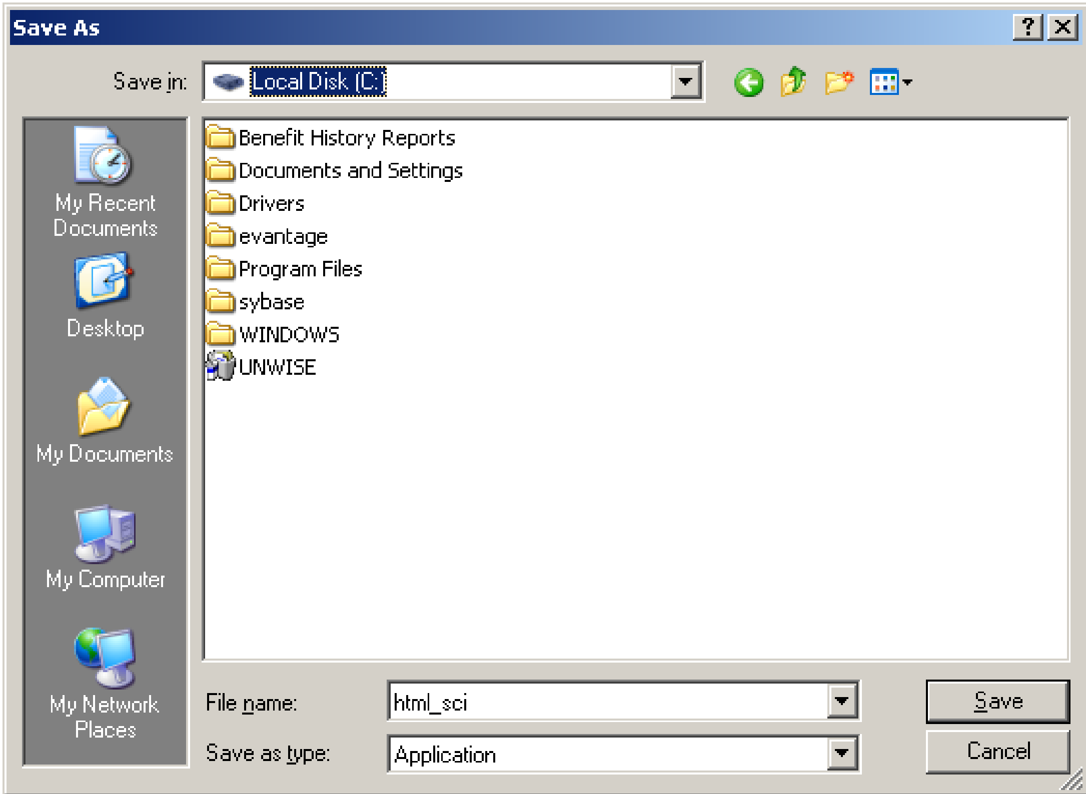


Figure 54. File Save Dialogue Window

5. You may use the default location indicated in the Save In box or choose a diferent location. We recommend saving the file to your hard drive (usually c:\). Click the **Save** button**.** The HTML Scissors installation file is downloaded to your selected location.
6. Go to the location where the html scissors installation file was stored in step 5 and doubleclick the html_sci.exe file. The unzip window displays as shown below.

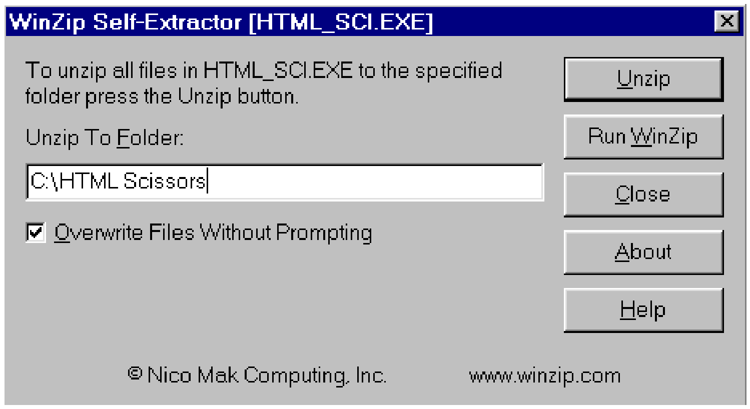


Figure 55. HTML Scissors Extraction Window

7. Enter the location where you want the HTML Scissors program files located. Click the **Unzip** button. The HTML Scissors program files are installed on your hard drive.

B. Use HTML Scissors to Print SS/SSI Reports

1. Go to the location on your hard drive where you stored the HTML Scissors program files in step 7. Double-click the Hs32.exe file. The HTML Scissors program screen displays as shown below.

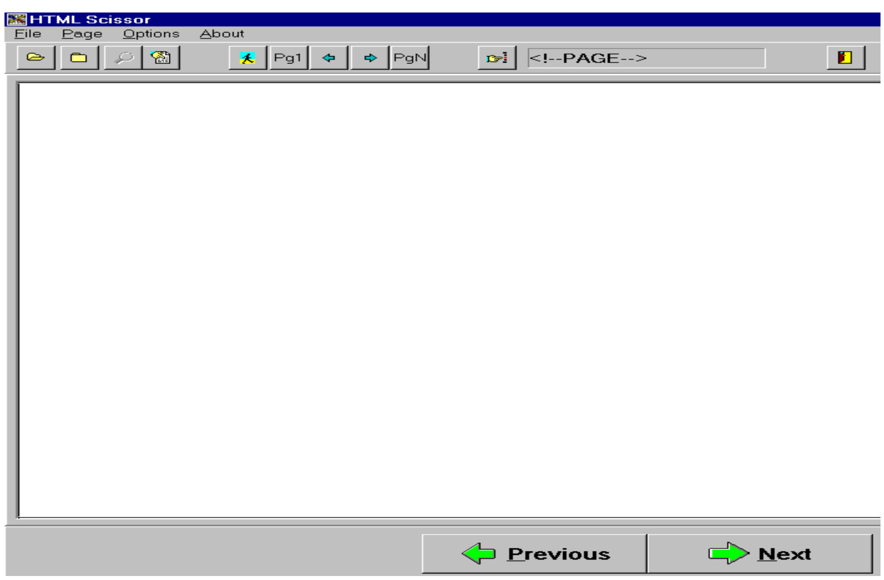


Figure 56. HTML Scissors Main Program screen

2. From the toolbar, choose **File**, then **Open**.

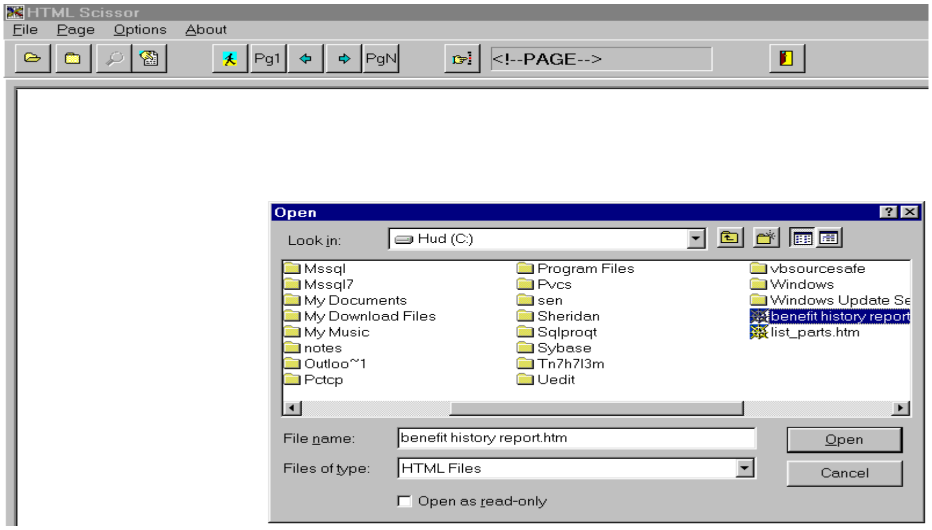


Figure 57. Screen for Selecting SS/SSI Report to Open and Print with HTMl Scissors

3. Select a Benefit History or Income Discrepancy report file you previously saved and click the **Open** button. The first page of the report file is displayed as shown below.

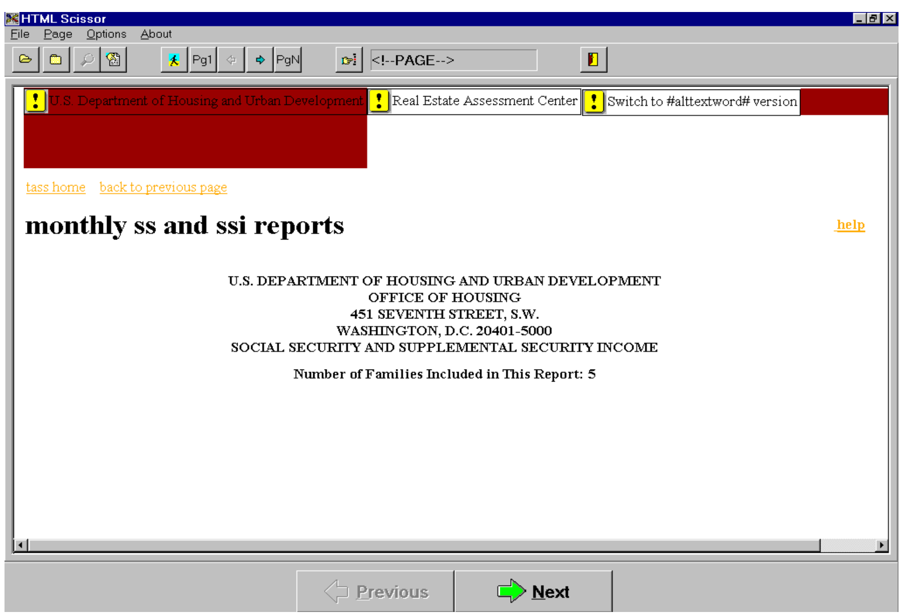


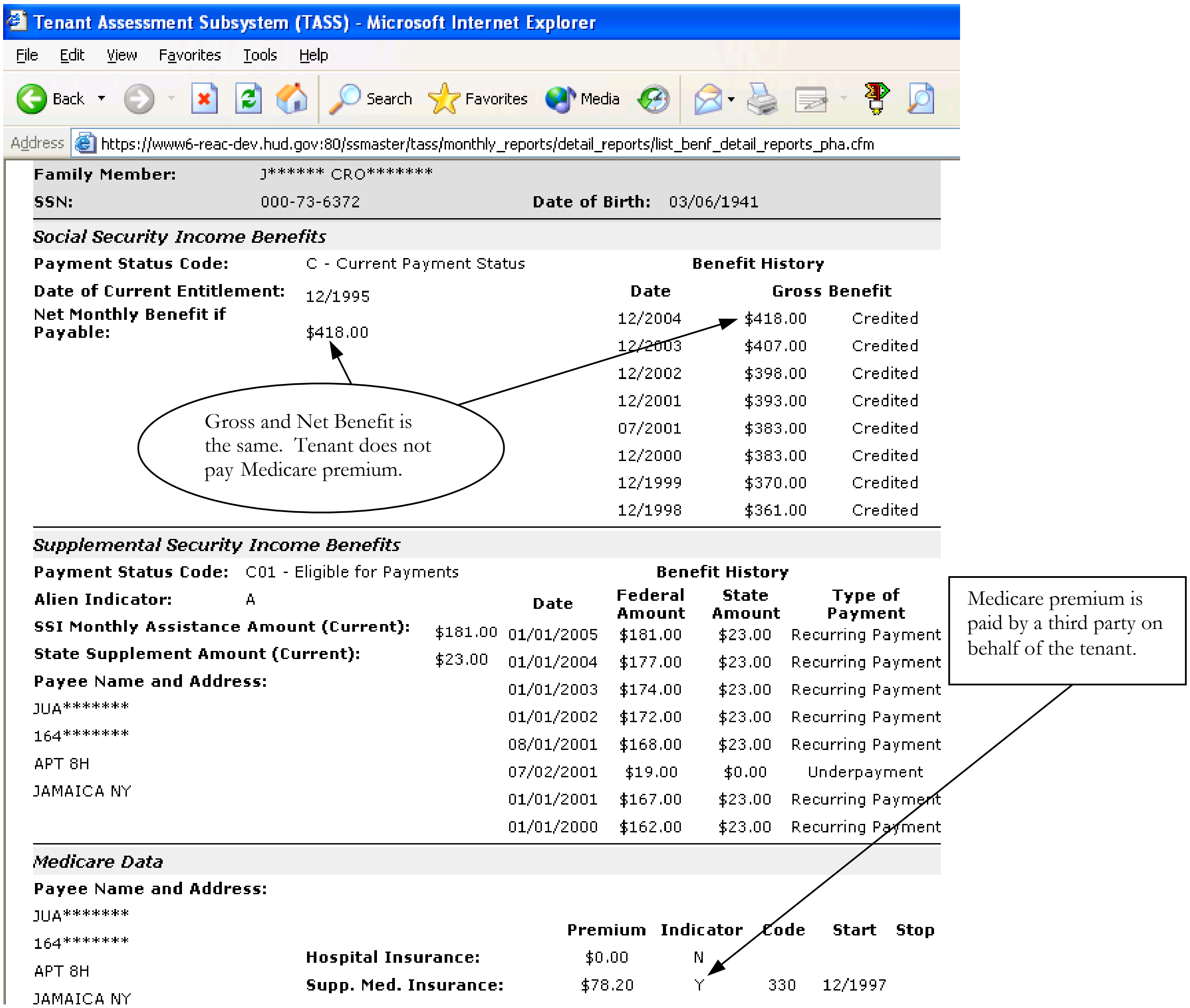
Figure 58. SS/SSI Report Accessed from the HTML Scissors Application

4. To view all of the pages in this report before printing, press the **Next** button. This action advances you through the report to the end.
5. To print the report, select **File**. From the File menu, select **Print**.

Note

Whether you are working with an Income Discrepancy Report or a Benefit History Report, the procedure for saving the report and opening it in the HTML Scissors program is the same.

Appendix XVI. Calculating the Medical Expense Deduction



Tenant Assessment Subsystem (TASS) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://www6-reac-dev.hud.gov:80/ssmaster/tass/monthly_reports/detail_reports/list_benf_detail_reports_pha.cfm

Family Member: J****** CRO*******

SSN: 000-73-6372 **Date of Birth:** 03/06/1941

Social Security Income Benefits

Payment Status Code: C - Current Payment Status

Date of Current Entitlement: 12/1995

Net Monthly Benefit if Payable: $418.00

Benefit History

Date	Gross Benefit	
12/2004	$418.00	Credited
12/2003	$407.00	Credited
12/2002	$398.00	Credited
12/2001	$393.00	Credited
07/2001	$383.00	Credited
12/2000	$383.00	Credited
12/1999	$370.00	Credited
12/1998	$361.00	Credited

Gross and Net Benefit is the same. Tenant does not pay Medicare premium.

Supplemental Security Income Benefits

Payment Status Code: C01 - Eligible for Payments

Alien Indicator: A

SSI Monthly Assistance Amount (Current): $181.00

State Supplement Amount (Current): $23.00

Payee Name and Address:
JUA*******
164*******
APT 8H
JAMAICA NY

Benefit History

Date	Federal Amount	State Amount	Type of Payment
01/01/2005	$181.00	$23.00	Recurring Payment
01/01/2004	$177.00	$23.00	Recurring Payment
01/01/2003	$174.00	$23.00	Recurring Payment
01/01/2002	$172.00	$23.00	Recurring Payment
08/01/2001	$168.00	$23.00	Recurring Payment
07/02/2001	$19.00	$0.00	Underpayment
01/01/2001	$167.00	$23.00	Recurring Payment
01/01/2000	$162.00	$23.00	Recurring Payment

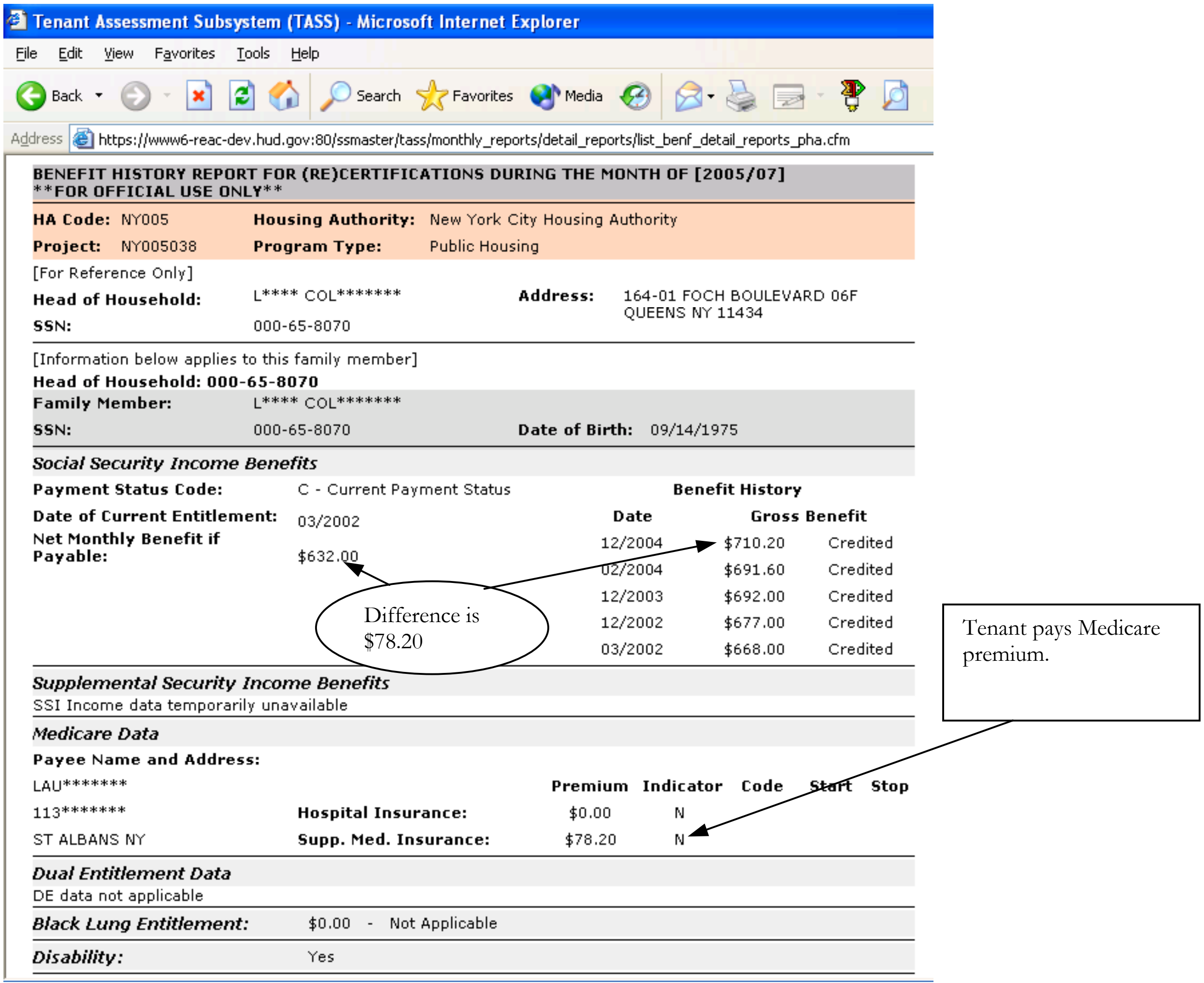
Medicare premium is paid by a third party on behalf of the tenant.

Medicare Data

Payee Name and Address:
JUA*******
164*******
APT 8H
JAMAICA NY

	Premium	Indicator	Code	Start	Stop
Hospital Insurance:	$0.00	N			
Supp. Med. Insurance:	$78.20	Y	330	12/1997	

In this case, a third party pays the Medicare premium of $78.20 on behalf of the tenant. This is indicated by a "Y" under "Indicator." Thus, the tenant's gross and net payment is the same ($418.00). The $78.20 monthly payment on behalf of the tenant is counted as income. However, 100% of this income is excluded under 24 CFR 5.609(c)(4), since this income is specifically for the cost of medical expenses. The household is **not** entitled to a medical expense deduction.



Tenant Assessment Subsystem (TASS) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address https://www6-reac-dev.hud.gov:80/ssmaster/tass/monthly_reports/detail_reports/list_benf_detail_reports_pha.cfm

BENEFIT HISTORY REPORT FOR (RE)CERTIFICATIONS DURING THE MONTH OF [2005/07]
****FOR OFFICIAL USE ONLY****

HA Code: NY005 **Housing Authority:** New York City Housing Authority
Project: NY005038 **Program Type:** Public Housing

[For Reference Only]
Head of Household: L**** COL******* **Address:** 164-01 FOCH BOULEVARD 06F QUEENS NY 11434
SSN: 000-65-8070

[Information below applies to this family member]
Head of Household: 000-65-8070
Family Member: L**** COL*******
SSN: 000-65-8070 **Date of Birth:** 09/14/1975

Social Security Income Benefits

Payment Status Code: C - Current Payment Status
Date of Current Entitlement: 03/2002
Net Monthly Benefit if Payable: $632.00

Benefit History

Date	Gross Benefit	
12/2004	$710.20	Credited
02/2004	$691.60	Credited
12/2003	$692.00	Credited
12/2002	$677.00	Credited
03/2002	$668.00	Credited

Difference is $78.20

Tenant pays Medicare premium.

Supplemental Security Income Benefits
SSI Income data temporarily unavailable

Medicare Data
Payee Name and Address:
LAU*******
113*******
ST ALBANS NY

	Premium	Indicator	Code	Start	Stop
Hospital Insurance:	$0.00	N			
Supp. Med. Insurance:	$78.20	N			

Dual Entitlement Data
DE data not applicable

Black Lung Entitlement: $0.00 - Not Applicable

Disability: Yes

In this case, the tenant pays the Medicare premium of $78.20, which is deducted from the tenant's gross benefit amount, resulting in a net social security payment of $632.00 ($710.20 - $78.20). Since "N" is indicated under "Indicator," the tenant pays his/her own Medicare premium. The household is entitled to a medical expense deduction, subject to 3% of annual income.

Appendix XVII. State/Agency Codes for Medicare Premiums

The category codes listed below identify the agency that pays the tenants' Medicare premiums. The HI code lists the Hospital Insurance code and the SMI code lists the Supplemental Insurance code for the respective State/Agency that pays the tenants' Medicare premium.

Part A: Hospital Insurance (HI) Code	Part B: Supplemental Medical Insurance (SMI) Code	State/Agency
S01	010	Alabama
S02	020	Alaska
S03	030	Arizona
S04	040	Arkansas
S05	050	California
S06	060	Colorado
S07	070	Connecticut
S08	080	Delaware, Public Assistance
S09	090	District of Columbia
S10	100	Florida
S11	110	Georgia
S12	120	Hawaii
S13	130	Idaho
S14	140	Illinois
S15	150	Indiana
S16	160	Iowa
S17	170	Kansas
S18	180	Kentucky
S19	190	Louisiana
S20	200	Maine
S21	210	Maryland
S22	220	Massachusetts
S23	230	Michigan
S24	240	Minnesota
S25	250	Mississippi
S26	260	Missouri

Part A: Hospital Insurance (HI) Code	Part B: Supplemental Medical Insurance (SMI) Code	State/Agency
S27	270	Montana
S28	280	Nebraska
S29	290	Nevada
S30	300	New Hampshire
S31	310	New Jersey
S32	320	New Mexico
S33	330	New York
S34	340	North Carolina
S35	350	North Dakota
S36	360	Ohio
S37	370	Oklahoma
S38	380	Oregon
S39	390	Pennsylvania
S41	410	Rhode Island
S42	420	South Carolina
S43	430	South Dakota
S44	440	Tennessee
S45	450	Texas
S46	460	Utah
S47	470	Vermont
N/A	480	Virgin Islands
S49	490	Virginia
S50	500	Washington
S51	510	West Virginia
S52	520	Wisconsin
S53	530	Wyoming
N/A	640	Northern Mariana Islands
N/A	650	Guam
N/A	700	U.S. Civil Service Commission
Z99		Conditional Part A Enrollment